

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(CULTURE DIVISION – MUSEUMS & HERITAGE PRESENTATION – LOCATION – HAMILTON CHILDREN'S MUSEUM, 1072 MAIN STREET EAST)

CHILDREN'S MUSEUM CLERK – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Curator of Education, Children's Museum. Performs receptionist and clerical duties associated with the operation of the Hamilton Children's Museum.

GENERAL DUTIES

Receives and answers routine inquiries both by telephone and in person from the public, staff and other departments.

Receives visitors and the public.

Book tours, programs, events, facility locations for educational, social and corporate groups for the site. Generate and forward confirmations, museums policies and invoices.

Word processes reports, statements, forms and correspondence from copy.

Receives cash, documents transactions, and secures money.

Prepares bank deposits and completes financial reports for supervisor's approval.

Prepares statistical reports on admissions and gift shop activities.

Sorts and distributes incoming mail and processes outgoing mail.

Takes and transcribes minutes of meetings.

Assists with the preparation of administrative forms and documents.

Maintains office filing system such as correspondence and invoice files.

Maintains inventory of office supplies; orders and replenishes as needed.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous experience related to duties listed above normally acquired through a combination of education and relevant work experience.
2. Demonstrated ability to answer and redirect calls as necessary in an efficient and courteous manner.

3. Working knowledge of Word Excel and Outlook. Proficiency in keyboarding skills to create a document from written notes. Proficiency in Excel to create a spreadsheet to add, subtract, multiply and divide data.
4. Demonstrated ability to interact with public and respond to enquiries of a routine nature in a courteous and tactful manner.

NOTE:

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs. Must be available to work evenings and weekends.