



Ventura County FAIRGROUNDS

"A Country Fair with Ocean Air"

10 W. Harbor Blvd. ● Ventura, CA 93001

(805) 648-3376 ● Fax (805) 648-1012

NOW HIRING

Front Office Assistant Duty Statement

The Ventura County Fairgrounds is hiring a Front Office Assistant beginning April 3 – September 15. Duties include, but are not limited to the following:

- Primary contact for visitors to the Ventura County Fairgrounds and for telephone calls to the main phone number. Serves as back-up to the Executive Secretary and other support staff in Administration when necessary.
- Answers incoming telephone calls, responds to general inquiries via email, greet the general public, disseminate information and directs calls to the appropriate departments. Forwards calls or messages to the appropriate parties.
- Assists in compiling, copying, assembling materials in support of Administrative Staff. Composes standard correspondence.
- Utilize a personal computer for the preparation and maintenance of spreadsheets and database programs to develop forms, status reports and other documents relative to the administrative services.
- Files contracts and documents, maintains filing system, sells beach lot parking passes, runs credit card transactions, as needed.
- Perform program support duties, maintain equipment and supply inventories as needed.
- Oversees the Read and Ride program including working with the schools, parents and students, collecting reports, keeping track of ticket distribution to students and all other duties related to the program.

Qualifications:

- Energetic, friendly, dependable and hard-working!
- Able to handle high volume of phone calls and customers.
- Able to work in a busy environment and multi-task efficiently and effectively
- Must have strong computer skills including Word, Excel and e-mail

This is an hourly paid position with no overtime. PST (Permanent, Seasonal, Temporary) fees are required to be taken from paycheck but are available for reimbursement upon separation from the State. Pay depends on experience and starts at \$18/hr. Hours are Monday – Friday 9 AM – 5 PM. Hours will change the closer we get to Fair. Weekends may be required in August.