

The following is a list of the duties Mrs. Hutchinson is doing for the Department at this time:

1. Bi-weekly payrolls (2 due every other week)
  - (1) #54 Recreation - due every other week
  - (2) #44 Senior Service Project - due every other week
2. Weekly payrolls
  - (1) Labor - due every Wednesday
  - (2) Aides - due every Wednesday
3. Keeping records of all annual, sick, compensatory and Kelly day leave on each Recreation Department employee.
4. Receiving, recording and depositing all incoming Department revenue for centers - this does not include Planetarium and Tennis Center revenue (Monthly).
5. Making absence report on all employees to Personnel Department (Monthly).
6. Receiving, depositing and recording \$250.00 petty cash. Monthly report made.
7. Maintaining and typing all personnel records and filing each.
8. Compiling, typing and filing all personnel action forms on employees.
9. Compiling and typing monthly and annual number count report on use of facilities.
10. Compiling and typing monthly and annual report on cost of operation of equipment.
11. Collecting and depositing monies for all campaign drives in which the City of Montgomery participates. (This should be done by area supervisors).
12. Type envelopes, stuff and sort all checks for payrolls.
13. Forward all personnel rules, memos and other data to employees at time of action.
14. Notify each employee semi-annually of his accumulated leave.
15. Help answer the phone and meet the public. (Typist-office assistant should do this).
16. Help with extra typing and mimeographing for Department.
17. Keep record of all time cards and collect them each week, record and file.

18. Type and compile all applications sent in for Housing Authority, food stamps, Social Security, mortgage loans, and insurance forms. (All of these forms require payroll and personnel data; therefore they have to be completed by payroll clerk).
19. Issue permits and schedule use of Lagoon Park. (Should be done by office assistant or area supervisors).
20. Prepare and type all payroll figures for budget each year and every time the budget is reviewed.

Besides the above listed duties Mrs. Hutchinson would be expected to keep all ledgers which reflect expenditures of this Department for all Government and special accounts needed for auditing by the Comptroller's Office. All the above entries for these ledgers may or may not be made by Mrs. Hutchinson, but she will be held responsible for all entries in these books.

When necessary, Mrs. Hutchinson will be expected to compile any figures necessary for making special reports from these ledgers for the Comptroller's Office.

Mrs. Hutchinson will be under the direct supervision of the superintendent of the Department, and will be required to carry out any other work that is involved in record keeping at the instruction of the superintendent.