



CITY OF NORMAN
Employment Announcement
REVISED

Human Resources Department
201 C. West Gray

P.O. Box 370
Norman, OK 73070

Phone: (405) 366-5482
Web: www.normanok.gov

JOB TITLE: Admissions Clerk I (8 positions) **JOB CODE:** 08
DEPARTMENT: Parks and Recreation
SALARY: \$9.00-\$10.00 per hour (DOQ)
STARTING DATE: May 1, 2021
JOB LOCATION: Westwood Family Aquatic Center
WORK PERIOD Shifts Vary: Monday - Sunday - 5:00 a.m. – 11:00 p.m. Must be available to work from May 1, 2021 to September 15, 2021. Adjustments can be made for high school students.
REPORTS TO: Office Manager

MINIMUM QUALIFICATIONS:

Education and Experience: Applicant must be at least 16 years of age. **Licenses and Certifications:** Must obtain Community First Aid and Safety certification, Cleveland County food handler certification, and City of Norman cash handling certification by May 15, 2021. **Skills:** Good decision making and organizational skills. Ability to deal effectively and cooperatively with people of all ages. Good oral and telephone communication skills. Ability to maintain regular, predictable and punctual attendance. **Additional Information:** Selected applicant must pass background investigation and drug screen. Required training TBA.

DUTIES AND RESPONSIBILITIES:

Essential Functions: Collect and record money and input information for Westwood Family Aquatic Center. Answer telephone for facility and distribute information regarding aquatic programs. Assist public and staff members in emergency situations. Performs other related duties as required.

Open Recruitment
RECRUITMENT PERIOD