



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 II (2 positions) **JOB CODE:** 08
DEPARTMENT: Parks and Recreation
SALARY: \$10.00-\$11.00 per hour (DOQ)
STARTING DATE: April 1, 2021
JOB LOCATION: Westwood Family Aquatics Center
WORK PERIOD Shifts Vary: Monday - Sunday - 7:00 a.m. – 10:00 p.m. Must be available to work from May 1, 2021 to September 27, 2021. Adjustments can be made for high school/college students.
REPORTS TO: Office Manager

MINIMUM QUALIFICATIONS:

Education and Experience: Applicant must be at least 18 years of age. **Licenses and Certifications:** Ability to obtain American Red Cross CPR/AED/First Aid & Emergency Oxygen, City of Norman Cash Handling Certification by May 1st 2021. **Skills:** Outstanding customer service skills, good decision making and organizational skills. Ability to deal effectively and cooperatively with people of all ages. Good oral and telephone communication skills and the ability to problem solve quickly. 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. Assist in supervising admission clerks and front desk. Performs other related duties as required.

Open Recruitment
RECRUITMENT PERIOD