



CITY OF NORMAN

Employment Announcement

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 (4 Positions) **JOB TYPE:** Part Time
DEPARTMENT: Parks and Recreation
SALARY: \$14.00 - \$15.00 per hour (Non-Exempt)
STARTING DATE: April 10, 2023
JOB LOCATION: Westwood Family Aquatics Center
WORK PERIOD Shifts Vary: Monday – Sunday, 6:00 a.m. – 11:00 p.m. Must be available to work from April 10, 2023 to September 24, 2023. Adjustments can be made for high school/college students. Vacation requests are limited.
REPORTS TO: Office Manager

Education and Experience: Applicant must be at least 18 years of age.

Licenses and Certifications: Must obtain American Red Cross CPR/AED/First Aid & Emergency Oxygen and City of Norman Cash Handling Certification by May 26, 2023.

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.

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. Be the manager on duty with the office manager is out. Performs other related duties as required.

Additional Information: Selected applicant must pass background investigation and drug screen.

Open Recruitment
RECRUITMENT PERIOD