

Title: Ticket Seller
PG: 06
Status: Non-Civil Service
Position Reports to: Designated Supervisor
Department: Parks & Recreation and The Lakeland Center

Class Code: 8068
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Receiving admissions for entry and selling passes to patrons. Must be able to answer the phones and answer various questions hours, facilities, and program schedules in a personable manner. Ticket Sellers are responsible for checking patrons' valuables in and out. This individual must be able to complete receipts for passes and programs as well as daily reports. Keep the work area and lobby area clean at all times. Must be able to relate to the public in a positive and professional manner.

ESSENTIAL FUNCTIONS:

1. Handles money and disperses receipts.
2. Completes reports.
3. Establishes and maintains effective working relationship with other employees and the general public.
4. Responsible for keeping the work and lobby area clean, and maintaining general order over the facility.

ADDITIONAL RESPONSIBILITIES:

1. Performs related duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of general mathematics.
2. Ability to meet people of all ages in a positive and professional manner.
3. Ability to follow oral and written directions.
4. Ability to respond quickly.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations. The job risks exposure to no significant environmental hazards. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

QUALIFICATIONS(EDUCATION, TRAINING AND EXPERIENCE):

1. Some high school education.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.