



City of Saginaw

**JOB OPPORTUNITY ANNOUNCEMENT
RECREATION DEPARTMENT
PART TIME CUSTOMER SERVICE ASSOCIATE**

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

OPENING DATE: December 17, 2021 CLOSING DATE: Open until position filled

BEGINNING SALARY: \$12.00 per hour

WORK SCHEDULE: Varied – Evenings & Saturday

MINIMUM REQUIREMENTS

CITIZENSHIP: Must be a United States Citizen by birth or lawfully authorized.

EDUCATION: High School Diploma or equivalent

DRIVING: Must have a valid Texas Driver's License and a good driving record

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMMODATION. (PLEASE READ DESCRIPTION ENCLOSED IN PACKET).

All applications must be returned with:

1. Copy of Driver's License or Identification Card
2. Copy of Social Security Card
3. Copy of Birth Certificate or Naturalization
4. Authority for Release of Information and Wavier
5. Authorization to Conduct Drug or Alcohol Testing
6. Supplemental Work and Personal History Form
7. Completed DPS Criminal History Form

Application packets are available:

In Person: City of Saginaw, Personnel Office, 333 W. Mc Leroy Blvd., Saginaw, TX 76179
Online: www.saginawtx.org

CUSTOMER SERVICE ASSOCIATE HIRING PROCESS

The hiring process for the part time customer service associate will consist of the following: Oral interview, background check, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

NON-TOBACCO USERS PREFERRED, NO SMOKING IN ANY CITY BUILDING OR VEHICLE

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: Customer Service Associate
Department: Recreation
Part-Time Position

Effective: 10-01-2004
State Employment Commission Code: 7999
Worker's Compensation Number: 8810

Job Summary:

Monitors recreation facilities and activities in accordance with municipal rules by: handling telephone calls; inform persons about facilities, programs, activities and usage rules; maintain required records and logs of participants; may coordinate use of facilities to prevent conflicts; patrol facilities to detect damage, report damages and secure the facility; and create and assemble ID badges and may create signs and posters.

Essential Job Functions:

This position must have the demonstrated ability to communicate effectively and answer questions with a variety of customers; Ability to handle cash and register program participants; Ability to maintain appearance of the facility by performing light custodial duties; Basic knowledge of common athletic apparatus; Perform other duties as assigned. Must be able to lift items weighing up to twenty-five pounds. Performs work under normal office conditions. Exposed to an out-of-door environment, subject to extremes of temperature and inclement weather.

Other Job Functions:

Must be able to work weekday mornings and/or evenings, weekends and rentals. Works with other City departments as needed. Performs other duties as assigned.

Required Education, Degrees, Certificates, and/or License:

High school Diploma, GED, or high school student ages 16 & up; or up to one month related experience or training. Must possess a valid Texas driver's license. CPR preferred.

Experience, Training, Knowledge, and Skills:

Ability to communicate effectively and work well with a wide variety of people is required. Must have the ability to operate computers, printers, calculators, FAX machine, typewriter, copy machine, telephone. Must be a highly motivated individual possessing exceptional customer service skills.