

CAMERON COUNTY



EMPLOYMENT OPPORTUNITY PLEASE POST

DATE: January 20, 2012

DEADLINE: February 3, 2012

- POSITION:** REGISTRATION CLERK PART-TIME
- JOB LOCATION:** Cameron County Parks & Recreation Department
(Isla Blanca Park)
- SALARY:** \$ 8.00 per hour
- QUALIFICATIONS:** A minimum of High School Diploma or GED certification. Must have experience in the field of public relations. Must enjoy working with the public, and have good verbal communications skills, and be able to present a professional image. Experience in working with the public using good verbal communication skills in both English/Spanish. Weekend and holiday and evening work schedule required. Must have a valid Texas Driver's license.
- DESCRIPTION OF DUTIES:** Under administration direction of the Park Director, is responsible for greeting park guest, providing the public with information of the park and its amenities. It is a non-supervisory position. Is accountable for following park registration policies and the collection of monies for services rendered. Exercises proper customer ethics to remedy disgruntled guests. Performs other related duties as assigned. This is not a Civil Service position.
- HOW TO APPLY:** Cameron County
Human Resources/ Civil Service/ Safety Risk Dept.
1100 East Monroe Street Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER