

SNOHOMISH COUNTY JOB DESCRIPTION

TEMPORARY – 14 DAY FAIR - CLERICAL

Spec No. 9160

BASIC FUNCTION

Temporary extra help hired to provide customer service and performs a variety of clerical duties related to the twelve day Evergreen State Fair. Including but not limited to cash handling, records maintenance and inventory control. Employees will be required to work all 12 days of Fair including weekends and holiday. Employee will be with public in fast pace situations. Specific duties vary per position. Positions may require standing/seating for long periods of time and some exposure to all weather conditions.

STATEMENT OF DUTIES

1. Represent a positive image to the public at all times.
2. Performs related duties as required.
3. Admission Ticket Seller/Cashier: Required to handle daily admission sales including assisting public with entry fee questions, issuing tickets, handling cash, credit card transactions, issuing change, balancing sales at end of shift. Must be able to do simple mathimatic transactions. Will be working in direct contact with the general public. Working in ticket booths located throughout the Fairgroudns. Mature adult with cash handlign experience preferred. Minimum age 25 years. Supervised by Gate Lead and Administration Specialist.
4. Clerks: Work directly for Fair Superintendent to check forms, validate entries, record judging placements, able to answer questions related to entry department assigned to, and watch over entries. Will be working in direct contact with the general public. May be required to assist in display set ups. Work locations are located in buildings and barns throughout the Fairgrounds. Mature individual with customer service skills. Minimum age 14 years. Supervised by Superintendent and Superintendent Coordinator.
5. Gate Tender/Hand Stamper/Ticket Taker/Ticket Taker Supervisor: Take tickets from customers at gate entry, stamp hand for re-entry, hand out Fair information, give directions as requested by customers, open and close gates as needed. Some positions are inside, some in sheltered areas and some are outside in all weather conditions. Previous customer service experience preferred. Supervisor monitoring work performance, time sheet verification, and fill in work stations during attendants breaks as needed. Minimum age 18 years. Supervised by Ticket Taker Supervisor and Administration Specialist.
6. Maintenance Dispatcher: Acts as the go-between for Fair admistration staff and maintenance. Must use radios and phones to dispatch maintenance workers to resolve problems; maintain work request records, may have limited cash handling transactions, able to multi-task and prioritize assignments.. Ability to handle difficult situations with tackfulness. Works in office setting. Mature individuals with general maintenance experience and office experience preferred. Minimum age 25 years. Supervised by Maintenance Lead.
7. Office Assistant/Clerical: Customer service and performs a variety of clerical duties including but not limited to answering multi-line phones, counter work, data entry, cash handling, credit card

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transactions, issuing tickets and/or merchandise, collate documents for outgoing mail, processing photo identifications. May be required to use copier, computer spreadsheet programs, credit card machine, photo ID machine, calculator and postage machines. Responsible individual with office experience preferred. Minimum age 16 yrs. Supervised by Administration Specialist.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and/or experience which provides the required knowledge and abilities. May be required to pass job related tests.

KNOWLEDGE AND ABILITIES

- Follow oral and written instructions;
- Do repetitive tasks;
- Deal courteously with the public;
- Make simple arithmetic calculations.
- Required to work evenings, weekends and holidays.
- May require valid drivers license;
- Most positions are required to work 12 days in a row.

SUPERVISION

Employees receive close supervision from a supervisor or Administration superior as assigned. Specific instructions are given for most assignments. The work is reviewed for completeness and accuracy or the employees perform tasks which have checks built into the nature of the work.

WORKING CONDITIONS

Must be able to work all twelve days of the Fair. Work performed may be evenings, weekends, and holidays. Candidate must be flexible and able to work on short-notice. If currently employed by Snohomish County, combined hours cannot exceed 40 hours per week.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Classification Established: November 2010
EEO Category: 6 – Administrative Support
PAY RANGE: Minimum wage - \$15.25 per hour.
Workers Comp: 5306 – Non-Hazardous