



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: June 09, 2015
Closed: When Filled

JOB POSTING
Customer Service Associate (BRAC)
Part-Time 15-20 hours/week
(Mornings and Weekends)
\$12.70/hour

JOB SUMMARY:

Monitors recreation facilities and activities in accordance with municipal rules, and provides general office support to the Recreation and Parks Divisions.

MINIMUM QUALIFICATIONS:

- Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- Typing or data entry speed of 30 wpm.
- Basic knowledge of common athletic apparatus.
- Demonstrated ability to communicate clearly and accurately with a variety of persons.

SKILLS AND EXPERIENCE:

- General office duties such as typing, filing and faxing.
- Ability to write routine reports and correspondence.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral and standardized situations.

TO APPLY:

Application available online on The City of Bedford web site (www.bedfordtx.gov) or 2000 Forest Ridge Drive, Bedford, TX 76021.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer