



2012

2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

Open: July 26, 2012  
Closed: August 2,

**JOB POSTING**  
**CUSTOMER SERVICE ASSOCIATE (BRAC)**  
**PART TIME – MAINLY WEEKENDS**  
**(ALSO SOME SHIFTS DURING THE WEEK)**  
**\$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 add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- 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](http://www.bedfordtx.gov)) or 2000 Forest Ridge Drive, Bedford, TX 76021.

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