

Town of Truro

Job Description

Beach Sales Clerk

Title: Beach Sales Clerk
Classification Code: Grade 3 (Seasonal – Summer Only)
Reports to: Beach Supervisor

Weekly Hours:

Average work week is flexible and the scheduled hours vary from 20-40 per week, weather permitting. Works under the direction of the Beach Supervisor. Person should be available 7 days per week. Work schedule may include some weekend hours on an as-needed basis. Scheduling required and must be agreed upon between employee and Beach Supervisor.

Job Environment:

Work is performed indoors in a typical office environment. Must be able to interact well with fellow employees and the public in a courteous, helpful and respectful manner, and be willing to lend assistance where needed.

Specific Duties:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Attend to the daily maintenance and operation of the Truro Beach Office.
2. Responsible for adhering to the rules and regulations for the sale of beach parking permits.
3. Record permit information for future reference.
4. Maintain daily sales reports for submission to the Treasurer.
5. Report to Supervisor any public regulation adherence issues that may arise.
6. Perform any other job-related tasks as requested by the Supervisor.

Desired Qualifications:

1. Ability to work independently with minimal amount of supervision.
2. Be dependable and have a good work attitude.
3. Ability to follow orders and use independent judgement when needed to successfully complete assignments.
4. Ability to communicate clearly both orally and in writing in the English Language.
5. Ability to do light bookkeeping and secretarial duties necessary to issue beach parking permits and related recordkeeping.
6. Ability to exhibit patience and diplomacy with the public.

Minimum Required Qualifications:

1. High School Diploma, or its equivalent, desired.
2. Ability to follow the directions of the Treasurer in submission of sales reports.
3. Hold a valid driver's license.
4. Some experience in related work preferred.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

6/06; 4/07;4/09 rates; 5/11 fy11,fy12, 1/12; rates 4/15; 2/16