



JOB POSTING

Applications Accepted
Until Filled

Position: Customer Service Associate (BRAC)
Department: Community Services / Recreation
Employee Category: Part-Time
Hourly Salary: \$13.21
Work Schedule: Mornings, Mid-day, and Weekends
To Apply: Applications available on our website www.bedfordtx.gov/hr or at City Hall Building B – 2000 Forest Ridge Drive. [Click here to apply.](#)

JOB SUMMARY: Monitors recreation facilities and activities in accordance with municipal rule. Provides general office support to the Recreation and Parks Divisions. Informs people about facilities, programs, activities, and usage rules. Performs general office duties such as typing, filing, and faxing.

MINIMUM QUALIFICATIONS:

- Less than high school education or up to one month related experience or training.
- Type at least 30 wpm.
- Basic knowledge of common athletic apparatus.
- Demonstrated ability to communicate clearly and accurately with a variety of persons.

SKILLS AND EXPERIENCE:

- 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, or diagram form.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.