



PT-SCOREKEEPER

General Statement of Duties

Performs human support work assisting the Athletic Program Supervisor and Athletic Program Coordinator with the operation of the Kickball, Softball and Basketball Programs. Must have thorough knowledge of basic scorekeeping.

Distinguishing Features of the Class

An employee in this class is responsible for ensuring that players are properly listed in scorebooks and that scores are accurately kept in accordance with the rules of the sport being played. Work is performed under the regular supervision of the Athletic Program Supervisor and Athletic Program Coordinator and is evaluated in terms of program effectiveness, observation, periodic discussions and public acceptance/feedback.

Duties and Responsibilities

Essential Duties and Tasks

- Responsible for entering team players into the official scorebook before the game begins.
- Inspects equipment and reports any discrepancies to Athletic Program Supervisor/Coordinator.
- Records the score in the scorebook as instructed.
- Ability to operate the clock (basketball) in a game situation.
- Evaluates effectiveness of the programs offered and recommends changes as appropriate.
- Reports any acts of vandalism to the Athletic Program Supervisor and/or Athletic Program Coordinator.
- Reports any complaints, problems or issues to the Athletic Program Supervisor and/or Athletic Program Coordinator as soon as possible.
- Reports any safety issues and/or injuries to the Athletic Program Supervisor and/or Athletic Program Coordinator as soon as possible.

Additional Job Duties

- Performs related duties as required

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Knowledge of the philosophy, principles, practices and techniques of professional recreation work.
- Must have thorough knowledge of basic scorekeeping.

- Ability to assist with implementation of a comprehensive kickball, basketball, and softball program;
- Ability to establish and maintain effective working relationships with County employees, community agencies and the general public.

Physical Requirements

- Work requires sitting.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Worker is subject to inside and outside environmental conditions.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Visual acuity is required for close vision, ability to focus, peripheral vision and distance vision.
- Worker is subject to inside and outside environmental conditions.
Work is generally in a loud noise location (e.g. heavy traffic, large earth-moving equipment).

Desirable Education and Experience

Must be at least 16 years of age, and have considerable experience in recreational and athletic activities.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Position will require some evening and weekend work.

Carteret County
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.