
Auburn University Job Description

Job Title:	Assoc, Ticket Sales	Level I	Grade 26 \$18,100 - \$30,100
Job Code:	DE04	Level II	Grade 27 \$19,900 - \$33,100
FLSA status:	Non-exempt		

Job Summary

Performs clerical and administrative duties associated with the sales and distribution of gate tickets and the maintenance of sales/customer records.

Essential Functions

1. Provides customer service to include describing the ticket sales program and resolving complaints.
2. Processes incoming mail orders for tickets to include verifying and editing order forms and monies, computing total charges, accepting and rejecting orders, and separating order packages for further processing.
3. Processes receipts of monies to include receiving cash, checks, and money orders, preparing registers and listings, preparing deposit slips and computing trial balances, delivering monies to the bank, forwarding daily reports to a control office, and collecting payment for NSF checks by mail or phone.
4. Records ticket orders on database to include seat assignments, customer status/entitlement, ticket issues, and customer charge updates.
5. Maintains a manual and computerized master customer record for select groups to include notifications of contributions, ticket orders/issues, information/data concerning the customer, seat assignments, priority orders.
6. Works ticket sales windows to include computing amount due, reviewing listings, receiving checks/cash, preparing credit sales slips, selecting and issuing tickets, balancing tickets sold and monies turned over.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Follows specific procedures. Task variety is limited. Work is performed under close supervision.	Basic knowledge of standard office functions. Communicates with other is limited to exchange of routine information.	High school diploma or equivalent.
II	Tasks are varied and broad. Work is performed under occasional supervision.	Standard knowledge of office functions. Working knowledge of Auburn University administrative systems appropriate to the position.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent within Auburn University.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent.

Level II High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent within Auburn University.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in clerical and administrative support services

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires standing, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/17/2009
