



Town of Mooresville

Recruitment Announcement

January 21, 2011

Position: **Golf Shop Clerk (Temporary Position)
20+ hours/week**

Department: **Golf Department**

Salary Range: **\$8.98/hour**

Application Deadline: **Open till Filled**

Description:

An employee in this position performs a variety of tasks involving some manual work in and around the Golf facility. List of duties include, but not limited to, golf shop, golf range, on course marshal and golf car areas of the operation. Employee would assist in the setting up and cleaning up of tables and chairs for a variety of golf tournaments or other various meetings in the clubhouse facility. Employee may on occasion fill-in for golf cart and range employees of golf operation. Some housekeeping duties shall be performed. This position will require computer operations along with on course monitoring of pace of play, changing of drinking water and enforcement of on course rules and regulations. Must be able to develop and maintain effective working relationships with the public, co-workers and supervisors. Must be able to perform heavy-duty work, exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Minimum Requirements:

Graduation from high school with some experience of working with the public and some experience or working knowledge of golf. An equivalent combination of education and experience.

Hours:

Hours vary – includes week-ends and holidays

Other Information:

Computer experience preferred.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

An Equal Opportunity Employer