

Knowledge, Skills & Abilities Required:
Recreation & Culture

Category: Administrative

<p>Education/Certifications</p>	<ul style="list-style-type: none"> • High School Diploma
<p>Experience</p>	<ul style="list-style-type: none"> • Basic accounting/bookkeeping • Office experience • Cash handling
<p>Skills/Abilities</p>	<ul style="list-style-type: none"> • Keyboarding & Computer Skills • Communications • Customer Service Skills • Organizational Skills • Initiative
<p>Common Career</p>	<ul style="list-style-type: none"> • Coordinator – Box Office • Ticket Agent