

**WALLA WALLA COUNTY  
POSITION DESCRIPTION**

**JOB TITLE:** On-Call Box Office Help  
**DEPARTMENT:** Fairgrounds  
**REPORTS TO:** Fairgrounds Operation Specialist  
**PAY GRADE:** \$11.50 per hour, Part-time On-Call, No benefits

**JOB SUMMARY:** Performs ticket sales and ticket scanning duties with customer service skills. Serves under the direction of the Fairgrounds Operation Specialist before, during, and after the Fair. Weekend and evenings may be required.

**SUPERVISORY RESPONSIBILITIES:** N/A

**ESSENTIAL FUNCTIONS:**

- Sells tickets via phone orders and in person. Balances sales and cash per shift. Scans tickets and serves as source of information with the public regarding Fairgrounds facilities and schedules.
- Assists the Operation Specialist in ticket office duties, answering the phone and helping customers.
- Must be aware of all activities within the Fairgrounds and able to answer questions regarding those functions.

**EXAMPLE OF DUTIES:**

- Serves customers and answers phones.
- Cash handling and data entry.
- Other duties as assigned.

**EQUIPMENT TO BE USED:** Ticketing sales and scanning equipment, printer, copier, computer, 10-key, and phones.

**WORKING ENVIRONMENT / PHYSICAL ABILITIES:** Work will be performed indoors and outdoors; requires sitting and standing for extended periods, walking, bending, lifting to twenty (20) pounds; reaching overhead, above shoulders and horizontally; perform light physical labor; regular exposure to fumes, dust and odors; seasonal heat and cold or adverse weather conditions.

**KNOWLEDGE AND ABILITIES:**

- Computer skills and use of proper language and communication skills.
- Must possess good customer service skills.
- Must be organized and possess the ability to multi-task.

**EDUCATION AND EXPERIENCE:** Must be at least eighteen (18) years of age. Computer skills, data entry, clerical duties, and customer relation skills required.

**LICENSES AND OTHER REQUIREMENTS:** Must successfully pass a background check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**