Ticket Clerk

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for all over-the-counter ticket orders and accepts other ticket orders including telephone and mail orders for tickets. The incumbent reports directly to the Ticket Manager.

Examples of Work Performed
Prepares and balances all across-the-counter ticket sales.

Checks tickets from over-the-counter sales for correctness.

Receives telephone credit card ticket orders.

Files ticket orders that have been accepted by telephone and mail.

Approves ticket orders and enters data into the computer.

Approves credit cards for credit card orders.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs activities related to selling over-the-counter, telephone, and mail-order tickets.

2. Balances the sale of tickets.

3. Files ticket orders.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; to use hands to finger, handle, or feel objects, tools or controls; and to reach with hands and arms. The incumbent is frequently required to stand. The incumbent is occasionally required to walk.

Experience/Educational Requirements:

Education: Graduation from a standard four-year high school or equivalent (GED).

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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