

## Metropolitan Exposition-Recreation Commission Classification Description

**Title:** Expo Ticket Seller  
**Job Code:** 8031  
**Pay Range:** 120  
**FLSA Status:** Non-exempt

**Bargaining Unit:** MERC Non-represented  
**Established:** November 2013  
**Revised:**  
**EEO Code:** Administrative Support

### **Description:**

Responsible for selling tickets prior to and during various events at the Portland Expo Center.

### **Supervision Received:**

### **Supervision Exercised:**

None.

### **Duties and Responsibilities:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Sells tickets on computer systems for all events, as well as hard tickets for specific events.
2. Processes mail order reports received at Ticket Center.
3. Has responsibility for racking hard tickets, counting audit stubs, money and coupons.
4. Provides customer service on the phone and over the counter to patrons of facilities, answering questions regarding events and facilities.
5. Balances cash cards, audit stubs and coupons to cash, checks and credit card charges at end of shift.
6. Updates event information books on a daily basis.
7. Performs other related duties as assigned.

### **Experience and Training:**

- One year experience handling money and working with the general public or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities
- High school level math skills; mathematical aptitude for working with numbers
- Computer experience preferred
- Typing or keyboard experience preferred
- Positive selling skills and customer service experience preferred
- Banking or retail experience preferred
- Must be available to work days, evenings, weekends and holidays

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### **Knowledge, Skill, Abilities:**

- Basic mathematics
- Computers and ability to learn computer ticketing procedures
- Work effectively with the general public
- Understand and comply with Ticket Center policies and procedures
- Familiar with all seating arrangements and physical layout of all facilities
- Handle money accurately
- Communicate clearly and precisely, both orally and in writing

### **Licenses:**

Possess or have the ability to obtain a Cardio Pulmonary Resuscitation certification