

## **Customer Service Representative Nevada County Fairgrounds**

Part-time, year-round

Hours vary (flexible days: October – April; scheduled days May – September)

Primary duties include:

- Answer phones
- Counter assistance and general customer service
- Ticket sales
- Handle cash, cash register
- Phone orders for Fair and Draft Horse Classic
- Post receipts
- Bank reconciliations
- Account receivable – statement mailing
- Prepare sponsor ticket packages
- Prepare vendor ticket package
- Filing
- Other duties as assigned