



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Scorekeeper/Clock Operator (Basketball)
DEPARTMENT.....:	Terrebonne Parish Recreation
DIVISION.....:	Sports Official
CLASSIFICATION/GRADE.....:	Scorekeeper/Clock Operator
REVISED.....:	11/2018
REPORTS TO.....:	Athletic Program Coordinator and/or Gym Supervisor
REVIEWED.....:	11/2018
WAGES.....:	per game

SUMMARY:

Under the direct supervision of the Athletic Program Coordinator and Gym Supervisor, the Scorekeeper/Clock Operator's primary responsibility is to accurately record a game's score. Each time a team scores one or more points, the scorekeeper must post the updated score on the scoreboard. If a referee disqualifies a goal or imposes a penalty, the scorekeeper must adjust the team scores in accordance with the official's decision. As scorekeeper might also be responsible for keeping time by starting and stopping the clock according to the rules of the game.

BASIC FUNCTIONS:

1. Arrive at least 15 minutes prior to the first scheduled game to familiarize themselves with the score board controller.
2. Recording the rosters in the scorebook and keeping a very clean and accurate account of the game.
3. Documenting any accident or incident that may occur during the game.
4. Cleaning up any trash in the scorekeeper/clock operator area before leaving the gym.
5. Keeping up with the possession arrow throughout the game.
6. Reporting the scores of the games and making sure that official sign the results sheet.
7. Signing and submitting an accurate timesheet at the end of each day worked.
8. Keeping time for timeouts and letting the officials know when the time has expired.
9. Keeping a good record of the amount of time each player plays throughout the game.
10. Understanding and agreeing to comply with TPCG Employee Handbook.

This is a Part-Time position, and you must be able to work on Saturdays and some weekdays.

OTHER REQUIREMENT:

1. Submitting to a background check, concussion protocol training, CPR certification, general first aid, and other training or certification may be required.
2. All Parish employees are required to complete Louisiana State Ethics Training annually.

EDUCATION/EXPERIENCE:

1. Must be 15 years of older.
2. Must be a high school graduate or have a (GED) or be presently enrolled in school.
3. Age 17 and under requires a work permit from Terrebonne Parish School Board.
4. Prior experience is a plus.