



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Scorekeeper/Clock Operator
<b>DEPARTMENT.....:</b>	Parks and Recreation
<b>DIVISION.....:</b>	Sports Official
<b>CLASSIFICATION/GRADE.....:</b>	Scorekeeper/Clock Operator
<b>REVISED.....:</b>	010/2019
<b>REPORTS TO.....:</b>	Athletic Program Coordinator, Field Director and/or Field Supervisor
<b>REVIEWED.....:</b>	10/2019
<b>WAGES.....:</b>	per game

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### **SUMMARY:**

Under the direct supervision of the Athletic Program Coordinator, Field Director and/or Field Supervisor, the Scorekeeper's primary responsibility is to accurately record a game's score. Each time a team scores, the scorekeeper must record or post the updated scores. If an official disqualifies a score, the scorekeeper must adjust the team scores in accordance with the official's decision. Scorekeepers maintain the official team rosters of eligible players and substitutes. Duties will include working for Parish Recreation Programs such as basketball, baseball, football, softball and volleyball.

### **BASIC FUNCTIONS:**

1. Arrive at least 15 minutes prior to the first scheduled game.
2. Must be able to work outdoors.
3. Recording the rosters in the scorebook and keeping a very clean and accurate account of the game.
4. Documenting any accident or incident that may occur during the game.
5. Cleaning up any trash in the scorekeeper/clock operator area before leaving the field.
6. Recording scores in the scorebook.
7. Reporting the scores of the games and making sure that official sign the results sheet.
8. Signing and submitting an accurate timesheet at the end of each day worked.
9. Keeping the official game time and letting the officials know if a time limit has expired.
10. Keeping a good record of the playing time by each player throughout the game.
11. Understanding and agreeing to comply with TPCG Employee Handbook.
12. Should have knowledge of official game rules and procedures or willing to learn.
13. Any and all other job duties as assigned.

### **OTHER REQUIREMENTS:**

1. Submitting to a background check. (if required)
2. Any other training or certifications as may be required.
3. All Parish employees are required to complete Louisiana State Ethics Training annually.
4. Required to work on weekends and week nights.
5. May be required to work at different venues throughout the Parish.

### **EDUCATION/EXPERIENCE:**

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