
Title of Position *	Retail Sales Associate
Institution *	Bullock Museum/State Preservation Board
Position Location: City & State *	Austin, TX
Position Closing Date	Monday, May 8, 2017

About the Institution

Organizational Overview:

The State Preservation Board (SPB) was established for the purpose of preserving, maintaining, and restoring the State Capitol and the 1857 General Land Office, which houses the Capitol Visitors Center. Since that time, the agency has expanded its operations to include: maintenance of the Governor's Mansion, operating the Bullock Texas State History Museum and the Texas State Cemetery. We provide educational programs centered on Texas history, government and culture. These services benefit the citizens of Texas and its visitors.

The Retail Division provides a friendly, welcoming, fun environment, along with products that enhance our visitors' experience and build a lifetime of memories, while providing revenue to support the agency's ongoing preservation and educational projects. Engaging our customers with our Texas-friendly hospitality is of utmost importance to us.

VETERANS:

Military Occupational Specialty Codes (MOS): U.S. Navy SH – Retail Operator; Coast Guard – SK Storekeeper

Veterans with other related MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Use your military skills to qualify for this position or other jobs. Go to www.texasworkskills.com to translate your military work experience and training into civilian job terms, qualifications and skill sets.

All applications must be received by the SPB by the close of business on the final day posted for consideration. Only candidates selected for an interview will be contacted.

EEO Statement:

The State Preservation Board is an equal opportunity employer and welcomes all qualified applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, or Veteran status. In compliance with the Americans with Disabilities Act (ADAA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (512) 475-4992.

Selection Information:

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 are required to register with the Selective Service and may be asked to present proof of registration or exemption from registration upon hire.

The State Preservation Board uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

Institution Website Address	http://www.tspb.texas.gov
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Summary of Responsibilities

Sales Associate Summary:

Our Associates have a friendly demeanor and professional attitude while providing superior and reliable customer service. Associates engage customers with our knowledge of Texas; offer timely and friendly greetings to all customers; successfully promote and sell proprietary and custom merchandise. They routinely provide sales floor and other customer assistance. Assists with organizing, displaying and safeguarding retail merchandise, and enhancing our guests' experiences. Our Sales Associates mentor and encourage each other to produce top performers in all aspects of customer service. Associates efficiently operate a point-of-sale system, accurately counting change and completing

credit card transactions as well as wrapping and bagging purchased items. Associates verify cash and credit transactions and effectively minimize customer delays in line.

Required Qualifications

Minimum Qualifications:

- Engaging, resilient people sincerely curious about discerning the interests and needs of our customers.
- Enjoy learning about our products, and presenting them to our customers as best suits customer needs.
- Positively influencing customers decision-making to make a purchase.
- Successful customer service experience; a high school diploma.
- Basic math, sound problem-solving and decision-making skills and an intuitive understanding of computer operating systems.
- Ability to work flexible hours, including mornings, nights, weekends, and/or holidays on short notice.
- Must be able to lift up to 25 lbs to assist with stockroom maintenance.

Preferred Qualifications:

- 1 year of retail or high volume customer service experience.
 - Cash handling experience including: drawer reconciliation, deposit preparation and retail point-of-sale systems.
 - Experience working in a retail environment within a cultural institution.
 - Fluency in a foreign language.
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Compensation

\$10.25 /per hour
Part Time – Sunday through Saturday, 8:30 am– 5:30 pm, Weekend availability is required

Apply at this Website:

<http://www.tspb.texas.gov/spb/employ/employ.html>

Apply with this email:

tspb.employment@tspb.texas.gov

Special Instructions to Apply:

To Apply:
Submit a fully completed State of Texas application to SPB by:
Email: TSPB.employment@tspb.texas.gov
Fax: (512) 463-3372
Mail: 201 E. 14th Street, Suite 950, Austin, TX, 78701
For an application and additional information: See:
<http://www.tspb.texas.gov/spb/employ/employ.html> or call: (512) 463-5495. **All resumes must be accompanied by a fully completed state application.**
