

<b>Title of Position *</b>	Retail Sales Associate
<b>Institution *</b>	Bullock Museum/State Preservation Board
<b>Position Location: City &amp; State *</b>	Austin, TX
<b>Position Closing Date</b>	<u>Wednesday, July 26, 2017</u>
<b>About the Institution</b>	For additional information about our Agency and Gift Shops please see: <a href="http://www.tspb.state.tx.us/">http://www.tspb.state.tx.us/</a> and <a href="http://www.tspb.texas.gov/plan/shop/shop.html">http://www.tspb.texas.gov/plan/shop/shop.html</a>
<b>Institution Website Address</b>	<a href="http://www.tspb.texas.gov">http://www.tspb.texas.gov</a>

### Summary of Responsibilities

Our Associates have a friendly and professional demeanor while providing superior and reliable customer service. Associates engage customers offering timely and friendly greetings to all customers; successfully promoting and selling proprietary and custom merchandise. They routinely provide sales floor and other customer assistance. Associates assist with organizing, displaying and safeguarding retail merchandise, while enhancing our guests' experiences. 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 effectively verify cash and credit transactions. Due to the nature of often fast-paced work, Sales Associates must be able to stand for extended periods while on the sales floor or behind the sales counter. Our 3 gift shops close daily at 5:00 pm. \*Work schedules and assignments may vary based on the Agency's needs. Retail Stores are open up to 360 days-per-year so work schedules may include weekends and holidays, including on short notice.

#### VETERANS:

Military Occupational Specialty Codes (MOS): U.S. Navy SH – Retail Operator; Coast Guard – SK Storekeeper; Marine 0111 Administrative Specialist; Air Force 3A1X1 Administration

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.texasworkforce.com](http://www.texasworkforce.com) to translate your military work experience and training into civilian job terms, qualifications and skill sets or for additional Military Crosswalk information go to <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

#### 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, genetic information, 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](http://www.dhs.gov/E-Verify).

## Required Qualifications

### Minimum Qualifications:

- Successful customer service experience with a friendly, welcoming and engaging personality.
- A high school diploma.
- Cash handling experience in a retail or related environment using a point-of-sales(POS) that reflects the accurate, trustworthy, and secure processing of cash, check, and credit card transactions.
- Ability to work 20 hours a week. Availability must include some weekday hours, one weekend day, and holidays.
- Interest in learning about our products, and presenting them to our customers as best suits customer needs.
- 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/hr

### Benefits:

- Free: Parking, Museum membership and discounts.
- Free: IMAX movies, including feature films and documentaries, fun and engaging events.
- Medical, Dental, and other Optional Benefits, 401K are available; Pension plan.
- Working in a fun, enjoyable setting.

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## Apply at this Website:

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

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## Apply with this email:

[tspb.employment@tspb.texas.gov](mailto:tspb.employment@tspb.texas.gov)

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## Special Instructions to Apply:

Submit a fully completed State of Texas application to SPB by:

Email: [TSPB.employment@tspb.texas.gov](mailto: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.\*\***

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.

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