



Office of Human Resources
Sports Official Certified - RG2120

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General Statement of Duties

Officiates recreational activities requiring certification and provides assistance to the facility director.

Distinguishing Characteristics

Sports Official Certified officiates at sports events that require certification including volleyball, basketball, softball, baseball, soccer, flag football which may include leagues of youth, young adult, adult, coed, men's, women's and seniors. Sports Official Non-Certified officiates at sports events that do not require certification.

Level of Supervision Exercised

None

Essential Duties

Officiates at sports events that requires certification including volleyball, basketball, softball, baseball, soccer, and flag football, which may include leagues of youth, young adult, adult, coed, men's, women's, and seniors to maintain that game rules are observed.

Communicates with other sporting officials, coaches, facility managers, subordinates or the public by telephone, in written form, e-mail, or in person in order to provide information, coordinate activities and discuss problems.

Inspects playing surface or field to ensure that it meets the regulations of the sanctioning body and is safe for the players.

Inspects sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations.

Signals participant or other officials to make them aware of infractions or to otherwise regulate play.

Maintains control of players, coaches and spectators.

Explains disputed calls to players and coaches.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Conflict Management - Manages and resolves conflicts, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of specific sports sufficient to be able to regulate play and enforce rules.

Knowledge of safety hazards and necessary precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of addition, subtraction, multiplication and division sufficient to be able to perform mathematical calculations.

Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.

Skill in enforcing rules and regulations and maintaining control of players, coaches.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

One (1) year experience officiating in a recreational official league.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

Certification as a Sports Official by a recognized organization is required at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to cold temperatures, cold enough to cause marked bodily discomfort.

Potential exposure to heat temperatures, hot enough to cause marked bodily discomfort.

Potential exposure to humid conditions with high moisture content to cause bodily reactions.

Noise: sufficient noise to cause distraction.

Personal safety: aware of surroundings, people and events.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Field of Vision: ability to adjust vision to bring objects into focus.

Field of Vision: Ability to see peripherally

Fingering: Picking, pinching or otherwise working with fingers.

Handling: Seizing, holding, grasping or otherwise working with hand(s).

Hearing: Perceiving the nature of sounds by the ear.

Kneeling: Bending legs to come to rest on one or both knees.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Mental demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Pulling: Exerting force upon an object so that the object is away.

Pushing: Exerting force upon an object so that the object is away.

Reaching: Extending the hand(s) and arm(s) in any direction.

Standing: Remaining on one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Talking: Expressing or exchanging ideas by means of spoken words.

Walking: Moving about on foot on uneven surfaces.

Vision Far Acuity: ability to see clearly at 20 feet or more

Vision Near Acuity: ability to see clearly at 20 inches or less.

Background Check Requirement

Criminal Check

Certification Check

Employment Verification

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: Z-123

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: