

## Job Description

JD CC 221  
Updated: July 2009

**Position Title:**               **Official Timers/Scorers**

### Qualifications:

- Ability to concentrate on the game or event while being able to operate a clock or stop watch.
- Ability to relate to students.
- Ability to work well with others in a team environment.
- Ability to accept directions from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

**Immediate Supervisor:**                       **Game Officials/ Athletic Director**

### Position Function:

Immediately responsible for accurate and efficient operation of the timing devices used in the keeping of time and or score for athletic events. Operates clocks and score boards in keeping with the official rules of the athletic event.

### Specific Responsibility:

1. Concentrate on keeping accurate times or scores for the athletic event assigned to work.
2. Work closely with the game or meet official(s), umpires, etc. to ensure that the game or meet operates according to official rules and procedures.
3. Serve as the formal school official in reporting and documenting official time and scores for the event being worked.
4. Work closely with the meet or game supervisor for starting times of athletic events being assigned to so that the activity starts as scheduled.
5. Turn in the time worked to the athletic director so the district bookkeeper can process the payroll for the events worked.
6. Assist as needed to control student and athlete behavior during athletic events without delaying the running of the athletic event.

**Evaluation:** Performance of this job will be evaluated in accordance with the Board's policy on employee evaluation. Evaluation is done by the Athletic Director.