

Position Title: Tennis Permit Associate

Position Type: Seasonal Clerical Associate

Length of Position: (March – September)

Salary: \$16.85/hr.

Location: Passerelle Building, Flushing Meadows Corona Park

Job Description:

- Process tennis permits and renewals for the borough of Queens
- Review tennis permit applications for accuracy & completion
- Enter information in RecWare – an in-house permit tracking system
- Handle all financial transactions associated with tennis permits
- Prepare Tennis Revenue Report
- Print cash receipts reports and daily summary
- Complete Tennis weekly summary report
- Process monthly revenue reports for office
- Facilitate any problems or issues that may arise during process
- Provide customer service to applicant by explaining the permit process
- Answer phones in a friendly and professional manner
- Assist patrons who have questions with a level of efficiency and professionalism
- Make follow-up phone calls in a timely manner to help complete process of permits
- Photocopy and file all permits applications
- Assist Permit Office as needed

To apply, please send a cover letter and resume by 3/5 to:

Elissa DeVitto

80-30 Park Lane

Kew Gardens, NY 11415

Or email: elissa.devitto@parks.nyc.gov

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