



## Career Service Authority

### Sports Official - Certified

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#### **GENERAL STATEMENT OF CLASS 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.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

#### ***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.

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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.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Interpersonal Skills** - Shows courtesy, tact; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations.

**Customer Service** - Works with customers to provide assistance, resolve problems and satisfy expectations.

**Oral Communication** - Expresses information to individuals or groups effectively. Has contact with public or employees. Makes clear communications with those involved.

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

**Written Communication** - Expresses facts and ideas in writing in a succinct and organized manner.

**Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.

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.

Skill in establishing and maintaining effective working relationships with other employees and the public.

### ***Physical Demands:***

Balancing: Maintaining body equilibrium to prevent falling over

Carrying: Transporting an object, usually by hand, arm or shoulder

Climbing: Ascending or descending objects usually with hands/feet

Crouching: Bending body downward and forward by bending legs

Eye/Hand/Foot Coordination: Performing work through using two or more

Feeling: Perceiving attributes of object by means of skin receptors

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

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

Lifting: Raising or lowering an object 10-25 pounds

Accommodation: Ability to adjust vision to bring objects into focus

Color Vision: Ability to distinguish and identify different colors

Depth Perception: Ability to judge distance and space relationships

Far Acuity: Ability to see clearly at 20 feet or more

Field of Vision: Ability to see peripherally

Near Acuity: Ability to see clearly at 20 inches or less

Mathematical Reasoning

Memorization

Spatial Orientation

Written Comprehension

### ***Working Environment:***

Extreme Cold: temperature cold enough to cause marked bodily discomfort

Extreme Heat: temperature hot enough to cause marked bodily discomfort

Temperature Changes: variations in temperature from hot to cold

Wet: frequent contact with water or other liquid

Noise: sufficient noise to cause distraction or possible hearing loss  
Subject to many interruptions  
Subject to varying and unpredictable situations

***Education Requirement:***

Graduation from high school or possession of a GED Certificate desirable

***Experience Requirement:***

One year experience officiating in a recreational official league plus certification as a Sports Official by the Colorado High School Sports Association (CHSSA) or another recognized organization. Proof of certification required at the time of application.

***Licensure and/or Certification:***

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

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 09/01/2004

***REVISED BY:*** Jayne Lujan

***CLASS HISTORY*** In 1995, one specification, Sports Official was created to accommodate two levels. Sports Official - Non-Certified and Sports Official - Certified specifications are being created for clarification of the two levels, revise minimum experience and to add competencies to the new specification format.