

## EMPLOYMENT OPPORTUNITY

**POSITION:** Part-Time Lost and Found Clerk  
(32 hours per Week)

**DEPARTMENT:** Terminal Operations – Landside Division

**SALARY:** \$13.11 per hour  
Level 11

### MINIMUM REQUIREMENTS:

High School graduate and three (3) years clerical/administrative and customer service experience or an equivalent combination of education, training, and experience. Knowledge of airport operations and multi-lingual skills preferred. Strong oral and written communication skills and customer service skills required. Must pass typing test at 25 CWPM, and be able to use a two-way radio. Working knowledge of Microsoft Office to include Word, Access, Excel and Outlook required. Must be able to work independently and with minimal supervision and be able to handle and prioritize multiple tasks. Ability to make sound decisions, solve problems independently, pay close attention to detail and work with confidential and sensitive information. Ability to maintain professionalism and diplomacy at all times while interacting with the public and in potentially stressful and confrontational situations. **Must be able to work evenings, holidays and weekends.** Valid Florida Drivers License required.

Responsible for the safe, orderly and accurate receipt and return of all lost items found at the Orlando International Airport. Interfaces with all entities within the airport environment. Provides information and assistance to passengers, airport staff members, and airport visitors regarding lost and found articles. Collects information and prepare written reports, logs, and correspondence as required. Transfers unclaimed inventory to the Aviation Authority Material Control Department. Enters and maintains information records in a computerized database system. Performs other duties as assigned.

**DATE POSTED:** Monday, April 18, 2016

**DEADLINE FOR FILING:** Friday, April 29, 2016



**Greater Orlando Aviation Authority**  
Orlando International Airport  
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Orlando, Florida 32827-4399

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