

**Assistant Satellite Facility Supervisor**  
*Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results*

<b>KSAPC #</b>	<b>Knowledge, Skill, Ability, and Personal Characteristic Statement</b>
K03	Knowledge of pari-mutuel wagering systems.
K04	Knowledge of transmission and reception of data communications and audio/visual signals.
K05	Knowledge of methods and techniques of establishing and maintaining good public relations.
K06	Knowledge of principles of public administration, including management and supervision.
K07	Knowledge of manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work
K08	Knowledge of all computer operations such as Microsoft Office (Word, Excel spreadsheets, etc.) and Microsoft Outlook (e-mail).
K09	Knowledge of balancing monthly and yearly budgets.
K10	Knowledge of constant contacts where you can send e-mails to racing fans to keep them in the loop without them having to come to the facility.
K13	Knowledge of basic usage of audio/video equipment.
A01	Ability to communicate effectively at a level required for successful job performance.
A02	Ability to deal effectively to resolve complaints of the public.
A04	Ability to direct the work of others.

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A05	Ability to speak effectively before groups.
A06	Ability to analyze situations accurately and take effective actions.
A07	Ability to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
A08	Ability to think quickly when a problem arises (i.e. if you have no programs for the day of racing. How does one make sure the patrons have this available?).
A11	Ability to handle collecting money and verifying cash drawers.
A12	Ability to perform moderate mathematics and their application to perform calculations.
A13	Ability to apply basic accounting principles and procedures to work assignments to ensure assignments are completed.
SPC01	Willingness to work long hours, various shifts, Saturdays, Sundays and holidays.
SPC02	Special Characteristic: Being able to be patient with patrons in the building when they are upset and being able to let them express their frustrations until they have calmed down.
SPC04	Willingness to cover breaks and lunches for periods of time.
SPC05	Willingness to learn Microsoft Excel spreadsheets.
SPC06	Willingness to learn basic audio/video equipment use.