

## **Clerk of Scales Job Description**

**JOB TITLE:** Clerk of Scales  
**DEPARTMENT:** Racing  
**LOCATION:** Rocky View County, Alberta, Canada  
**REPORTS TO:** Racing Secretary

### **SUMMARY**

This position supports the racing manager and racing officials in ensuring that jockeys' weights and mounts are correctly calculated and recorded.

Candidate must possess strong:

- Organizational and time management skills
- Analytical ability and critical thinking
- Ability to organize and communicate thoughts
- Ability to carry out responsibilities with limited supervision.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:** Other duties as assigned.

1. Weigh riders, record weights, and calculate "over weights"
2. Record and distribute information regarding weights and weight changes to required parties
3. Liaise with stewards and association officials
4. Record rider mounts for payroll purposes
5. Answer telephones and provide assistance to racing officials when warranted
6. Aid in the assistance of horsemen and associates at the counter

### **QUALIFICATIONS**

Thorough working knowledge of thoroughbred horse racing operations and regulations, as well as jockeys' room and racing office procedures

Knowledge of barn-area operations and regulations at Century Downs Racetrack and Casino

Experience working around horses

Strong communication, conflict resolution, inter-personal and customer service skills.

Strong literacy and oral communication skills.

Strong computer skills. Experience performing clerical duties in an office environment preferred.

Strong organizational abilities. Attention to detail and the ability to maintain focus in a busy environment.

Ability to create and maintain written records and reports

Criminal record check required

### **EDUCATION and/or EXPERIENCE**

Grade 12 education or suitable combination of education and experience

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid and current Horse Racing Alberta (HRA) license.

### **LANGUAGE SKILLS**

Ability to effectively communicate in one-on-one and small group settings.

### **OTHER SKILLS AND ABILITIES**

Must work and communicate well with others

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### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand.  
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

Exposure to external weather conditions, dust and noise.  
Must be able to respond to numerous outside influences and impacts  
Variable hours and workdays as dictated by racing and schedule