

CITY OF BUSHNELL

JOB DESCRIPTION # 32

CASHIER/RECEPTIONIST

PAY GRADE 2

\$22000.00 - \$36300.00

Non-exempt

DEPARTMENT: Administration

GENERAL DESCRIPTION:

Routine clerical work involving extensive customer contact and processing of utility accounts, other payments, and all cash coming into the City. Work is performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

1. Receives incoming calls and walk in customers.
2. Handles simple customer service complaints and questions – Executes service work orders.
3. Receives and validates cash/checks and posts utility billing payments.
4. Validates miscellaneous cash receipts, other departmental reports and receipts.
5. Balances cash edits listing; cash and checks daily.
6. Maintains the Bidders List.
7. Routine clerical duties to include letters, memos, reports, and schedules.
8. Maintain clerical supplies for administrative office.
9. Distribute faxes and make copies.
10. Accesses, inputs and retrieves data from the computer system.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of cashiering operations, collection documents and procedures. Knowledge of utility billing procedures. Ability to receive payments and other receipts, and make change with accuracy and speed. Ability to keep accurate records for handling cash validations and filing receipts. Ability to reconcile differences in cash and receipts. Skill in operation of cash register, validating machine, CRT and calculator.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma, plus one (1) year of cashiering experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

None

ESSENTIAL PHYSICAL SKILLS:

Ability to access file cabinets for filing and retrieval of data.
Ability to sit at a desk and view a display screen for extended periods of time.
Ability to enter data at a prescribed rate of speed.
Acceptable eyesight (with or without correction).
Acceptable hearing (with or without correction).
Ability to communicate orally.
Walking.
Standing.
Types at 45 words per minute.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

