
Cashier

DEPARTMENT:

City Clerk's Office

GENERAL DESCRIPTION:

This is a non-exempt position, which involves a highly skilled individual who can multi-task in various functions. This position is responsible for taking daily payments from customers, opening accounts, transfers, garbage complaints, customer files and applications, monthly reports, assisting in mailing customer bills, prepare warrants. Assists head cashier as needed.

Works directly for the City Clerk and Finance Director.

ESSENTIAL JOB FUNCTIONS:

1. Daily customer transactions/back drive-thru window
2. Opening customer accounts
3. Transfers
4. Garbage assistance and reports
5. Assist with licenses
6. Assist with filing
7. Answer telephone as needed
8. Cut-off reports
9. Bad check certifications
10. Credit card transactions
11. Perform all other related work as assigned.

MINIMUM QUALIFICATIONS:

Considerable knowledge of business English, spelling and punctuation.

Considerable knowledge of office practices and procedures.

Be able to prepare and compose letters and memoranda.

Ability to make decisions in accordance with departmental rules, regulations, and policies.

Ability to perform arithmetic computations and tabulations accurately.

Fast, accurate typing speed with skills on computer. Knowledge of Microsoft Excel, Word, MUNIS and other software applications.

Must have a good personality and get along with the public.

TRAINING AND EXPERIENCE:

Must be a High School graduate or have completion of GED. Must have a minimum of ten (10) years experience as a teller or cashier or equivalent knowledge. Must be experienced in handling money and basic transactions.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Florida Driver's License is required.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).

Acceptable hearing (with or without hearing aid).

Ability to communicate both orally and in writing.

Standing.

Driving.

Walking.

Sitting.

ENVIRONMENTAL CONDITIONS:

Works inside.

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

**This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform an additional task incidental to or inherent in the job.

SALARY: Minimum \$ 10.00 hour

Maximum \$ 14.00 hour