



## City of Moultrie Job Announcement

**Date: September 21, 2021**

**Position: Cashier**

**Department: Business Operations**

**Salary: \$28,392**

### **Job Summary**

This is advanced clerical work involving the collection and recording of utility payments and other various municipal fees. Dealing directly with the public on a daily basis. Communicating with supervisors, coworkers, customers in person, in writing, by telephone or email. This role routinely uses office equipment such as computers for various applications, phones, photocopiers, filing cabinets and fax machines. Dependability, integrity, analytical thinking, initiative, cooperation, persistence, and tolerance of stress are also core elements.

### **ESSENTIAL JOB FUNCTIONS**

- Receive payments by cash, check, credit cards, for utility bills.
- Issue receipts of payments to customers.
- Assist customers by providing information and resolving their complaints.
- Checks and balances cash, checks and credit card payments against receipts and register tapes on a daily basis
- Type form letters for Friendly Reminders; close out all DI, cut-in and cutout work orders.
- Utilizes a computer in all aspects of work.
- Maintain a clean and orderly cashier area.
- Performs other duties as assigned.

### **Education, Training and Experience:**

Graduation from a standard high school or GED; one (1) year full time experience in collection of payments, as a cashier preferred. Must possess a valid driver license.

### **Knowledge, Skills and Abilities:**

- Thorough knowledge of city utility services and charges or the ability to learn some within a relatively short period of time.
- Knowledge of principles and processes for providing customer service.
- Skill in active listening, taking time to understand, and asking questions as appropriate.
- Skilled in the operation of office equipment such as multiple line phone, calculators, cash registers, copiers, fax machines, and computers.
- Ability to add, subtract, multiple or divide quickly and correctly.
- Ability to process and count cash.
- Ability to deal effectively with the public in processing customer's payments and complaints.
- Ability to maintain effective working relationships with other employees.
- Ability to understand and follow oral and written instructions.

**If you feel you qualify for the above position, you must report to the Human Resources Office to indicate your interest.**

**Applications will be accepted until position is filled.**

## **PHYSICAL DEMANDS**

- Sedentary work: position requires frequent sitting.
- Exerting up to 10 pounds of force occasionally and/or small amount of force to lift, carry, push, pull or otherwise move objects.
- Climbing: Descending and ascending stairs to the second floor.
- Fingering: Picking up, typing, or otherwise working primarily with fingers rather than with whole hand as in handling.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction.
- Visual Acuity: With or without correction. Have close visual acuity to perform and activity such as: preparing and analyzing data and figures; viewing computer monitor and extensive reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers
- Talking: Expressing or exchanging ideas by means of the spoken work including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly and quickly.
- Walking: Moving about to accomplish tasks.

WORK ENVIRONMENT • Work is inside an office setting.

- Some stressful situations during certain times of the month.

## **HOURS OF WORK**

Monday through Friday 8:00 am to 5:00 pm in the open office area.

**Department:** Cashier/Business Operations

**Classification:** Administrative. FLSA Non-Exempt

**The City of Moultrie is an Equal Opportunity and Drug Free Workplace Employer.**