

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CASHIER – SEASONAL (Job Code 121).

GENERAL STATEMENT OF JOB

Under general supervision receives and maintains records of cash receipts for payment of bills, deposits, and fees. Duties include issuing receipts for funds collected, creating customer accounts and maintaining bookkeeping records of work transactions. Employees in this class are responsible for balancing daily all monies processed.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Receives, counts, balances and reports cash and negotiable instruments for payment of bills, deposits, fees, and other related items.

Collects utility payments from customers either through the cashier's window, night drop, and mail.

Responds to public inquiries regarding billing, establishing service, and regarding complaints.

Processes new customer accounts by entering information into department computer, taking deposits, printing deposit cards, and creating customer files.

Researches and records account payment, matching invoice number and amount, charging back insufficient funds checks.

Posts new meter installations in computer

Ensures restoration of service when delinquent accounts are paid.

Assists with various clerical support functions of the department.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent; supplemented by minimum six (6) months experience as a cashier or teller; or an equivalent combination of training and experience that provides the necessary knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing, some lifting and carrying objects of light to moderate weight (5-15 pounds)

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to communicate efficiently and effectively in standard English. Must be able to communicate with various individuals from a broad array of backgrounds.

Intelligence: Requires the ability to apply common sense understanding to perform repetitive tasks.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide;

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents, and for processing keyboard tasks.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to give and receive supervision and instructions. Requires the ability to function under stress when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of basic accounting principles and practices.

Knowledge of record keeping and filing principles.

Ability to establish and maintain effective communication with departmental personnel and customers position interacts with.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date