Job Description:
Cashier / Receptionist

The job description does not constitute an employment agreement between the City and employee and is subject to change.

REPORTS TO: City Recorder
DEPARTMENT: Administration
FLSA: Part Time (80 hour minimum), Non-Exempt
BARGAIN UNIT: N/A
PAY RANGE: $10.96 – 14.64 hourly

GENERAL POSITION SUMMARY

Customer service, answer phones, cashier duties, daily bank deposits, utility account maintenance/billing, web site maintenance, council agenda duties, business license maintenance/billing, confidential employee position.

DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS
The following examples of duties and responsibilities do not encompass all job requirements.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

1. Customer relations.
2. Answer phones.
3. Receipt of cash – bank deposits, posting / reconciliation of utility receipts
4. Utility account maintenance / billing, dealing with delinquent accounts
5. Filing, records management and reference library.
6. Safety committee secretary (monthly function)
7. Office Supply inventory maintenance / ordering.
8. Performs executive duties for Administration
9. Backup Accounts Payable function
10. Postage meter maintenance
11. Business license maintenance / billing
11. Other duties as assigned.

NON-ESSENTIAL FUNCTIONS:

1. Cleaning.
2. Driving.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Customer relations
2. Telephone skills
3. Computer Skills
4. Proficiency in10-key and typing
5. Proficiency in Microsoft Word, Excel and Outlook.

PUBLIC INTERACTION:

Greet customers in person and on phone.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

1. High school diploma or equivalent experience.
2. 2 years experience in general accounting and general office background

4.	Must be bondable.					

PHYSICAL REQUIREMENTS

FREQUENCY DEFINITIONS:
(N) Never: Not required and not done on the job.
(R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.
(O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
(F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
(C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

WORKING CONDITIONS:

N	R	O	F	C	Condition	Comments/Detail (if applicable)
☐	☐	☐	☐	☒	Indoors	
☐	☒	☐	☐	☐	Outdoors	Going outside to get payments from drop-box.
☐	☒	☐	☐	☐	Extended work hours	
☐	☒	☐	☐	☐	Travel to multiple worksites	May travel for training.
☐	☐	☐	☒	☐	Low background noise	Radios, telephones, people talking in office.
☐	☒	☐	☐	☐	Moderate background noise	
☐	☒	☐	☐	☐	High background noise	
☐	☐	☒	☐	☐	Fumes/odors	People coming into office.
☐	☒	☐	☐	☐	Dust	
☐	☒	☐	☐	☐	Varied/extreme temperatures	
☐	☒	☐	☐	☐	Cramped workspace	
☐	☒	☐	☐	☐	Exposure to hazardous materials	Cleaning supplies.
☐	☒	☐	☐	☐	Personal protective equip. required	Only if necessary.
☐	☐	☐	☐	☐	Other (specify)	
☐	☐	☐	☐	☐	Other (specify)	

MATERIALS AND EQUIPMENT USED:

N	R	O	F	C	Condition	Comments/Detail (if applicable)
☐	☐	☐	☐	☒	Computer/laptop	
☐	☐	☐	☐	☒	Mouse/Trackball	
☐	☐	☐	☒	☐	Ten Key/Calculator	
☐	☐	☐	☒	☐	Copier	
☐	☐	☒	☐	☐	Fax Machine	
☐	☐	☒	☐	☐	E-mail	
☐	☐	☐	☐	☒	Telephone	
☐	☒	☐	☐	☐	Hand Tools	
☐	☒	☐	☐	☐	Automobile (company ☐ personal ☒)	Training.
☐	☐	☐	☐	☐	Other (specify)	
☐	☐	☐	☐	☐	Other (specify)	

PHYSICAL DEMANDS:

N	R	O	F	C	Physical Requirement	Comments/Detail (if applicable)
☐	☐	☒	☐	☐	Standing	
☐	☐	☒	☐	☐	Walking	
☐	☐	☐	☐	☒	Sitting	
☐	☒	☐	☐	☐	Driving	
☐	☐	☒	☐	☐	Lifting/Lowering (Max: 10 Avg. 5 lbs.) with assistive equipment? Yes ☒ No ☐	Cases of paper/supplies – have hand cart if necessary.
☐	☒	☐	☐	☐	Carrying (Max. 10 Avg. 5 lbs.)	

N	R	O	F	C	Physical Requirement	Comments/Detail (if applicable)
☐	☒	☐	☐	☐	Pushing (Max. 10 Avg. 5 lbs.)	
☐	☒	☐	☐	☐	Pulling (Max. 10 Avg. 5 lbs.)	

PHYSICAL DEMANDS CONTINUED:

N	R	O	F	C	Physical Requirement	Comments/Detail (if applicable)
☐	☒	☐	☐	☐	Climbing (Max height: 3ft.)	
☐	☐	☒	☐	☐	Stairs	Break room/restroom is located downstairs.
☐	☒	☐	☐	☐	Balancing	
☐	☒	☐	☐	☐	Stooping	
☐	☒	☐	☐	☐	Twisting	
☐	☒	☐	☐	☐	Kneeling	
☐	☒	☐	☐	☐	Crouching	
☐	☒	☐	☐	☐	Crawling	
☐	☒	☐	☐	☐	Reaching overhead	
☐	☒	☐	☐	☐	Reaching shoulder level	
☐	☒	☐	☐	☐	Handling	
☐	☒	☐	☐	☐	Pinching	
☐	☒	☐	☐	☐	Grasping	
☐	☒	☐	☐	☐	Wrist motion	
☐	☐	☐	☒	☐	Speaking	
☐	☐	☐	☒	☐	Hearing	
☐	☐	☐	☐	☒	Seeing	
☐	☒	☐	☐	☐	Writing	
☐	☐	☒	☐	☐	Depth Perception	
☐	☐	☒	☐	☐	Color Vision	
☐	☐	☐	☐	☐	Other (specify)	
☐	☐	☐	☐	☐	Other (specify)	

APPROVALS:

_____   _____
Employee Approval/Date   Employee Approval/Date

_____   _____
Department Head Approval/Date   Administration Approval/Date