

DEFINITION:

Under immediate supervision to receive monies for such various items as utility payments, parking citations, RABA Tickets, tickets for auditorium performance or Convention Center activities, etc., and to balance the cash register drawer at the end of each shift.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Receive monies for utility payments, parking citations and RABA tickets.

Measures: Balance receipts with cash received.

2. Sell RABA tickets; sell tickets for Convention Center performances or activities.

Measures: Accurate balance for ticket sales.

3. Receive monies for solid waste disposal and issue weight tickets.

Measures: Accurate balance of cash receipts and truck weights.

4. Balance sales or receipts with cash received at the end of each assigned shift.

Measures: Cash and checks received must balance to receipts.

5. Provide assistance to the public by answering routine questions.

Measures: Demonstrates tact, courtesy and cooperation in dealing with other employees and the public.

6. Notify Credit and Collections of past due payments.

Measures: No additional follow up by Credit and Collections.

7. Data entry of payments received.

Measures: Accuracy and speed. Computer program checks for accuracy; all payments received must be entered by the end of assigned shift.

8. Prepare related documents for microfilming.

Measures: Accuracy and timeliness checked by supervisor.

9. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

General knowledge of City policies and procedures related to the handling of cash; the process of making correct change; balancing procedures and arithmetical computations; operation of basic office machines.

Ability to:

Interact effectively with the public and employees. Perform basic computer and/or cash register operation; make correct change and provide an accurate daily balance.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma, or equivalent; additional training on computer and cash register.

Experience:

Typical experience would include experience in sales and dealing with the public.