

FILING CLERK/CASHIER

Approved 07/20/04 Council Meeting

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and is not to be construed as a complete listing of the assignments that may be given to an employee.

Assist customers by accepting payments, preparing work orders and preparing customer utility deposits. Assist with Utility Billing readings. Deals with the general public both in person and via telephone, answering inquiries, handling complaints and providing routine general information concerning city services and operations. All responsibilities of Records Management including but not limited to filing, archiving, and destroying of records. Answering phones and other duties as required protecting the interests of the City of Moore Haven.

SUPERVISION

The City Clerk provides supervision.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); and one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Bi-lingual a plus.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

OTHER SKILLS AND ABILITIES

Considerable independent judgment and discretion is involved when representing the City in communicating with the public. Must possess good typing skills, capable of counting money and making change and being courteous to customers. Must have organizational skills, oral and written communication skills, computer skills and interpersonal skills.

LICENSE

Possession of a Class E Florida driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Required to lift or push twenty pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

WORK HOURS

Normal working hours, 8:00 am to 5:00 pm with one hour for lunch. Overtime may be required.