

Timpanogos Special Service District

Job Description

Job Title: Clerk/Cashier	Job Code:
Department: Administration	Effective Date: 04/01/02
	Last Revised: 04/01/02

GENERAL PURPOSE

Performs a variety of clerical duties as needed in collection of monies from compost sales, green waste and the pretreatment program.

SUPERVISION RECEIVED

Works under the general supervision of the Human Resources/Administrative Assistant.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Operating cash register, collection of monies, posting and validating cash receipts, and tracking charge accounts. Responsible for maintaining receipts and obtaining signatures from contractors for account charges. Prints daily receipt totals. Responds to customer questions, issues and problems. Provides general information regarding the compost and green waste. Communicating between customers and solids handling operators. Types letters and composes routine correspondence. Types and prepares file folders.

Performs related duties as assigned by the Human Resources/Administrative Assistant and District Manager.

This position may require working every Saturday.

MINIMUM QUALIFICATIONS

1 . Education and Experience:

A. Graduation from high school;

AND

B. Two (2) years of responsible experience related to above duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of general office maintenance and practices.

Considerable skill in the operation of a cash register, 10 key calculator, 2 - way radio.

Ability to work quickly and accurately with numbers; perform general mathematical computations; communicate effectively and verbally and in writing; develop and maintain effectively working relationship with supervisors, professionals, the public and fellow employees.

3. Special Qualifications:

Must be bondable.

Must possess a valid Utah drivers license.

Must pass pre-employment drug screen and background check.

WORK ENVIRONMENT

General office setting, comfortable working positions. Intermittent sitting, standing and walking. Subject to moving vehicles and possible exposure to industrial waste and pathogens such as typhoid, paratyphoid, dysentery, polio, tetanus, etc. Moderate stress associated with frequent public contact and deadline demands.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

I, _____ have reviewed the job description. Date:

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