#### POSITION DESCRIPTION

Position Title: Temporary Receptionist/Cashier

Department: Parks and Recreation

Division: Riverfront Community Center

FLSA: Non-Exempt

Retirement: N/A

Effective Date: September 12, 2019

### **GENERAL PURPOSE**

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, and cashiering.

### **SUPERVISION RECEIVED**

Works under the supervision of the Community Center Manager.

## **SUPERVISION EXERCISED**

None.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Note: Important duties and responsibilities may include, but are not limited to, the following)

- Answers central telephone system.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Serves as cashier to include receipting various payments and posting monies to appropriate accounts. Attention to detail and accurate cash handling is a must.
- Provides routine clerical support as required; Operates listed office machines as required.
- Receives incoming mail; Processes program and class registrations.
- Distributes material and equipment as required; Assists public with use of department facilities.
- Observes T.V. security monitor for inappropriate behavior and reports concerns immediately.
- Other duties as assigned.

### PERIPHERAL DUTIES

- May be required to make copies in administration office.
- Assists with room set-ups when necessary.
- Must be able to multi-task.
- May be cross-trained to fill other positions on an as-needed basis.

# MINIMUM QUALIFICATIONS

# **Education and Experience:**

- (A) Graduation from a high school or GED equivalent.
- (B) Two (2) years of related experience in answering phones, receiving the public, providing customer assistance, and cashiering.
- (C) Must be at least 21 years of age.

# Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of cash registers, computers and word processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.

(C) Ability to perform cashier duties accurately; excellent public relations skills; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations and use independent judgement and initiative to best serve customers.

### SPECIAL REQUIREMENTS

- Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- Must have, or obtain, First Aid, Multi Media and CPR certification within 120 days of hire.
- Ability to meet attendance requirements of position, which operates on nights and weekends.

## TOOLS AND EQUIPMENT USED

Phone, cash register, personal computer, copy machine, calculator.

### 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 and talk or hear. The employee is occasionally required to walk; use hands and finger, handle or operate objects, tools, or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## 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 quiet.

### SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the City of Leavenworth and the employee and is subject to change as the needs of the City and requirements of the job change.

# APPROVAL AUTHORITY

Department Head

Date

HR Director

9/13/19

Date