

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.

