

**City of Vicksburg
Job Description**

Job Title: Cashier/ Water & Gas Administration

Department: Water & Gas Administration

Reports to: Director of Water & Gas Administration

FLSA Status:

Prepared By: VRO

Prepared Date: November 25, 2002

Updated: December 8, 2016

Updated By: TPC

Approved By:

Approved Date:

Summary:

Performs cashier duties for the Water and Gas Administration by performing the following duties.

Essential Duties and Responsibilities: include the following, other duties may be assigned.

- Accept utility bill payments
- Open and process mail payments
- Balance daily receipts
- Balance credit card machine
- Generate reset orders
- Create service termination orders
- Maintain service address files
- Cross train with customer service specialist
- Answer phones/radio

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 at least two years of related experience and/or training; or equivalent combination of education and experience.

Mathematical Skills:

Ability to calculate figures and amounts such as percentages. Ability to apply basic math skills.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written and oral. Maintain a courteous and professional attitude at all times. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of accounting software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations:

None required

Other Skills and Abilities:

Must be able to handle all tasks with tact and confidentiality. Must have very good organizational skills.

Other Qualifications:

Overtime, alternative work schedules, and on call status may be assigned if needed.

Physical Demands:

The physical demands described 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 regularly required to sit and use hands to finger, handle or feel. The employee is frequently required to stand and walk. The employee must regularly lift and/or move 50 pounds. Specific vision abilities required by this job include 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 mad to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.