



Cashier Opening

The City of Georgetown is looking for an enthusiastic, self-motivated and detail-oriented customer service representative to join their Finance Department as a Cashier!

This position will receive, receipt, record and process payments such as utility payments, FOIA payments, permit payments, business license fees, Municipal Court fees, Police Department fees and Hospitality and Accommodation taxes and perform other related departmental duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Assists customers in person and via telephone to include explaining why their bills are high, amounts of deposit, amount of business licenses, due dates and last day to pay.
- Collects & processes revenues, utility payments, business license fees and permits.
- Performs customer service duties.
- Creates work orders
- Balances cash drawer.
- Prepares paperwork such as UT applications, business licenses, extensions, etc.
- Writes letters/updates notes in New World software program as needed.
- Faxes paperwork to agencies as needed.
- Analyzes electric and water meter readings using Yukon system.
- Prepares, receives and/or reviews various records and reports including business license applications, customer electric bills that are high, UT applications, money collected, cash, check and charge revenues, vouchers, mail payments, extensions for utility payment and customer water bills that are high.
- Utilizes a variety of computer software to include New World Systems, Outlook, Word, Excel and Yukon System.
- Interacts and communicates with various groups and individuals such as customers, supervisor, the Electric Department, the Water Department, public, coworkers, business owners, Revenues Manager and other agencies (WEOC, Helping Hands, DSS, etc).
- Operates a variety of machinery and/or equipment such as credit card machines, fax machines, posting machines and calculators.

Salary Range: \$24,595-\$34,433

Minimum Qualifications: Requires a High School diploma supplemented by a minimum of one to two years of experience in a job related field such as customer service or cashiering, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Deadline for all applications: June 30, 2014

Applications may be obtained in the Administration Department in City Hall,
120 N. Fraser Street, or from the City's website www.cogsc.com

Please send completed application & resume to City Hall, Attention: Human Resources.

City of Georgetown is a Drug Free and Equal Opportunity/Affirmative Action Employer.