

CLASS SPECIFICATION FOR
Utilities Cashier

GENERAL STATEMENT OF DUTIES: Weighs vehicles using County-owned landfill and wastewater-processing areas and determines charges; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class weighs vehicles using County landfill and wastewater-processing areas and utilizes a personal computer to charge customers, prepare tickets and update accounts. Work is of a routine, repetitive nature. No close supervision is received; however, the field supervisor reviews all transactions on a daily basis.

EXAMPLES OF WORK (illustrative only):

- Weighs vehicles entering and leaving the landfill/wastewater treatment area to determine the weight of cargo delivered or removed;
- Assists in positioning trailers on hydraulic lifts for dumping;
- Supervises the dumping of waste and keeps area clean and odor free;
- Enters information into computer to generate correct and accurate tickets for both charge and cash customers;
- Prepares daily summary reports on transactions and cash and maintains daily log;
- Adds, deletes and makes changes to accounts in automated system;
- Checks scale indicator for accuracy and requests service/maintenance on scales as necessary;
- May estimate loads when scales indicator is out of order;
- Pulls monthly lists on accounts and on registered vehicles using the area;
- Maintains petty cash drawer;
- Responsible for preparing the computer and for clearing all transactions daily;
- Keeps computer, printer and work area clean;
- Answers telephone;
- Provides information to customers about applying for accounts and about dumping different types of materials;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to make arithmetical calculations; some knowledge of or familiarity with personal computers and the ability to enter and retrieve data on an automated accounts system; ability to understand and follow oral and written directions; ability to write legibly; ability to deal with the public and with co-workers with tact and courtesy; mental alertness; dependability.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and one (1) year of related clerical experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.