



CITY OF
PRINCE GEORGE

JOB DESCRIPTION

JOB TITLE: AQUATIC CASHIER **SCHEDULE:** B
DIVISION: AQUATICS **PAYGRADE:** 2
DEPARTMENT: COMMUNITY SERVICES & PUBLIC SAFETY

JOB SUMMARY:

Responsible for providing clerical and cashiering support to the Aquatics Division including processing cash and deposits, preparing correspondence and documents, and maintaining records. Performs related duties as required. Schedule D hours.

MAJOR RESPONSIBILITIES:

Under general supervision of the Aquatic Cashier Team Leader:

Provides clerical support to the Aquatics Division by:

- receiving, processing and distributing incoming mail and faxes;
- receiving and preparing outgoing materials for mail or faxes and distributing as required;
- preparing cash floats as required and ensuring cash float monies are balanced and that proper records are maintained;
- reviewing cash sheets and making corrections as required;
- ordering and maintains an inventory of office supplies, passes and punch cards.

Provides efficient customer services by:

- receiving in-person and telephone enquiries and requests from the public and City employees and responding as appropriate;
- following up calls directly with customers to ensure request or enquiry has been answered;
- processing registrations, deposits and other cash or credit card transactions;
- assisting customers with program or service selection to best suit their requirements;
- accepting facility bookings, entering data into reservation system and preparing invoices;
- assisting customers with completion of forms or registration materials.

QUALIFICATIONS:

Education: High school graduation.

Experience: Minimum two years of experience in a related position including experience in processing cash and handling payments.

Knowledge and Skills: The ability to type neatly and accurately with a minimum speed of 40 wpm. Ability to make repetitive numerical calculations with speed and accuracy and to control and balance various records and summaries. Demonstrated commitment to customer service. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Knowledge and demonstrated skill with related computer applications pertaining to the work. Strong knowledge of office systems and procedures. General understanding of accounting procedures. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to work within, and contribute to, a proactive team environment. Strong organizational and time management skills and the ability to manage simultaneous completion of a number of varied tasks. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position including, but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License: No

Vehicle Usage: No

Police Information Check: Yes

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Date prepared: August 2001
Revised by:
Date revised: