



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

CASHIER

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Open Continuous

SALARY

\$11.00 - \$14.42 per hour

THE POSITION

Collects fees from public swimming pool patrons, register participants in aquatics classes, and perform a variety of related general clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Collect fees from public swimming pool patrons and aquatics class registrants, and issue pool passes.
- Complete daily attendance and cash receipt report forms.
- Answer the telephone, provide information to callers and write messages as needed; assist customers at the front counter.
- Perform general clerical work such as issuing receipts, photocopying, and filing.
- Perform light maintenance work such as emptying wastebaskets, sweeping, and opening and closing the office.
- May provide minor first aid to patrons; may provide assistance to other pool staff in emergency situations.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other duties as assigned.

QUALIFICATIONS

Training and Experience:

1. Education: There is no educational requirement for this class; equivalent to completion of two years of high school is desirable.
2. Experience: Work experience is not required; experience in handling money and cashiering is desirable.

Knowledge Of:

- Basic arithmetic, including addition, subtraction, multiplication and division.
- English language skills, including punctuation and spelling.

Ability To:

- Follow written and oral instructions.
- Communicate in an effective manner.
- Exercise courtesy and tact in meeting or talking with the public.
- Deal with difficult or stressful situations in a calm and professional manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use of a personal computer and ten key adding machine is desirable.

Licenses, Certificates and Special Requirements:

- At time of hire, must be 15 years of age or older.
- Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.
- Current certification in First Aid and CPR is desired.
- Possession of a valid California Class C drivers' license is not required for this class, however, if an employee possesses a valid license, he/she may be required to provide a Certificate of Automotive Insurance for Personal Liability.
- This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; know laws, regulations and codes; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

BENEFITS

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal position.

THE SELECTION PROCESS

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.