



JOB DESCRIPTION

P/T ADMINISTRATIVE ASSISTANT I - CASHIER

THE POSITION

Under direction of supervisory staff the position performs a variety of customer service, clerical and bookkeeping functions, including cashier responsibilities. Position may be assigned to work at the Rancho Simi Community pool or other District park or facility, and may also assist with one or more District programs, events or office assignments. Schedule and hours may vary depending on schedule of programs and/or events.

EXAMPLE OF DUTIES

The essential functions of the position include, but are not limited to:

- Greet visitors and direct the public to the proper location of the facility, program or event
- Respond to questions and/or refer people to the appropriate resources
- Accept payment for public swimming, classes, programs or events
- Verify appropriate fees due, handle cash and credit card payments, and issue receipts
- Perform daily opening and closing cash drawer procedures, balance revenue and receipts.
- Maintain log of transactions; prepare report(s)
- Work with other departmental staff in completing assignments as directed
- Operate computer, 10-key adding machine, credit card equipment, phone (???)
- Assist with other administrative tasks, i.e., correspondence, data entry, filing, desk monitor, phones.

The position may perform other non-routine tasks as assigned.

EMPLOYMENT STANDARDS

Knowledge Skills and Abilities: Some general clerical, cashiering or related experience with emphasis on public contact desired. Requires good organizational skills, ability to communicate effectively, appropriately follow oral and written instructions, maintain a professional and cooperative working relationship with the public and co-workers, and exercise good judgment. Must have the ability to make arithmetic calculations with speed and accuracy, receive payments and provide the correct change and receipts. Experience using 10-key adding machine, credit card equipment and computer a plus.

PHYSICAL REQUIREMENTS

It is expected that this position will require sitting approximately 60% of the time or more, and standing and/or walking 40% of the time or more; occasional pushing/pulling, lifting, carrying of loads weighing up to 20 pounds. Requires occasional bending, kneeling / squatting, reaching overhead / stretching, climbing stairs, and working on rough and/or uneven terrain; some handling and dexterity. May require the operation of general office equipment, i.e., phone, computer, photo copier, 10-key adding machine. Work may be indoors or outdoors, and may include assignments at District pool, parks and/or other District facilities. There may be some exposure to inclemental weather and noise. The position may require operation of a District vehicle on occasion.

EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.

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