

# CHARTER TOWNSHIP OF GRAND BLANC

## JOB DESCRIPTION

JOB TITLE: TEMPORARY CLERICAL/CASHIER

DEPARTMENT: Treasurer

HOURS: Part-Time

PAY RANGE: \$15.00 per Hour

UNION MEMBERSHIP: N/A

### **I. Overview**

Under supervision from the Treasurer, participates in complex account keeping activities for the Treasurer. Duties include the ability to operate a computer, maintain ledgers, and collect tax and utility payments. Compile data, maintain various records and prepare related reports. Assist the general public over the phone and in person, answer questions and resolve conflicts related to taxes and utilities.

### **II. Qualifications**

Minimum Qualifications:

- High School diploma or GED.
- One year of account keeping, cashiering and/or clerical work.
- Attention to detail

**Desired Qualifications:**

- Experience in a Municipality office or financial institution.

### **III. Duties**

- Participation in the collection of funds received in payment of utility usage, taxes, special assessments, permits, and the processing of monies collected by other Township departments.
- Prepare daily balance of monies received, prepare deposit of the money, and cash transmittal report.
- Assist the public, resolve complaints, guide them and provide relevant information.
- Assist title and mortgage companies, and other interested parties concerning taxes and special assessments.
- Operate a computer to compile data, generate required reports.
- Employee will make corrections and changes in software system as needed.
- Basic computer knowledge and familiarity with electronic equipment (e.g. adding machine, typewriter, etc...)
- Perform various other related duties as assigned.

*\*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

### **IV. Physical Requirements**

This is primarily sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.