

**DISTRICT OF ELKFORD  
EMPLOYEE POSITION DESCRIPTION**

**Position Name:** Cashier/Receptionist      **Date Created:** January 11, 2013

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**Classification:** CUPE, Schedule B      **Date of Last Revision:** N/A  
Cashier/Receptionist (District Office) – Casual

**Schedule of hours:** Monday to Friday between the hours of 8:00 am and 4:30 pm

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**Approval:**

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Chief Administrative Officer

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Supervisor

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**Nature of Work:**

Under the general direction of the Director, Financial Services, the position performs a variety of customer service duties (reception and clerical) for the District Office. The position is responsible for all cash receipting functions, all front counter inquiries and information requests (by phone, e-mail, facsimile and in person), greeting and directing the public, booking appointments and meetings, processing of all incoming/outgoing mail, clerical support for other departments, and maintaining files as per the District's records management program.

**Duties and Responsibilities include:**

- a) Customer service;
- b) Cash receipting;
- c) Word processing;
- d) Operating office equipment;
- e) Records Management;
- f) Mail;
- g) Clerical assistance to other departments and the Bylaw Enforcement Officer;
- h) Administrative assistance to all positions at the District Office;
- i) Other duties as assigned from time to time.

**Qualifications and Experience:**

- a) Grade 12 Diploma or equivalent;
- b) Office Administration Diploma or equivalent;
- c) Minimum two years' general office and one-year cashier experience; local government experience preferred;
- d) Typing speed of 50 WPM (minimum);
- e) Microsoft Office (word, excel, etc.) and computerized accounting system experience;
- f) Ability to receive and handle cash accurately;
- g) Ability to exercise courtesy and tact when dealing with both the public and staff;
- h) Ability to work with minimum supervision;
- i) Ability to communicate effectively, both written and orally;
- j) Ability to generate and verify accurate data;
- k) Ability to maintain confidentiality;
- l) Ability to organize work to meet deadlines.

Interview and/or skill assessment may be required. Applicants without full qualification or experience may be considered. The successful candidate may be required to provide a satisfactory Driver's Abstract and Criminal Record Check.