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City of Tahlequah, Oklahoma Job Description

Job Title: Cashier
Department: Administrative
Reports To: Assistant Manager
FLSA Status: Non-Exempt

Summary Performs a variety of functions to expedite the interaction of the public with city government and coordinating the licensing and permit activities within the city.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- 1) Operate the City Hall switchboard and refer callers to the proper office.
- 2) Serves as a major source of information to those asking questions about the city and its facilities, services, and government.
- 3) Collects fees for and issues garage sale permits, fireworks sales licenses, business licenses, beer and liquor licenses, as well as plumbing, electrical and mechanical licenses.
- 4) Collects fees for and issues city building permits.
- 5) Prepares and mails annual renewal notices for renewable licenses
- 6) Issues burn permits and faxes copy to the fire department.
- 7) Accepts payment and issues permits for "street cuts". Notifies and sends receipts, as necessary, to all departments concerned.
- 8) Accepts daily cash receipts from the golf course, animal shelter and sanitation dump station. Records them and deposits them in the bank.
- 9) Receives payments for city fines and bonds and records them in computer daily.
- 10) Prepares and mails bills for airport use such as hangar rental and fuel purchases.
- 11) Bills groups, or organizations, for the use of Phoenix Park.
- 12) Bills funeral homes for city cemetery services.
- 13) Most importantly, reconciles all money that funnels through this position on its way to the bank or to the Finance Director.
- 14) Hands out payroll checks.
- 15) Maintain close communications with your immediate supervisor and develop that working relationship.
- 16) Work to improve your skills and develop your abilities in your job.
- 17) Other tasks and duties may be assigned to the employee by the supervisor in charge and/or city administration that are not included in this job description and may or may not be in this department.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Pleasant personality with ability to be assertive.

- 2) Must be bondable if required.
- 3) Strong ability to multitask.
- 4) Self motivated to be able to work individually and cooperative enough to function as part of a team.
- 5) Ability to establish effective working relationships with fellow employees, supervisors and the general public.
- 6) Maintain socially accepted standards of speech and appearance while on duty.
- 7) Must be willing to adhere to all applicable rules and laws regarding safety and work in a consistently safe manner.
- 8) Ability and willingness to perform assigned work in a timely and efficient manner.
- 9) Must have a clear view of the department's goals and how they mesh with the goals of the city.
- 10) Ability to deal courteously with the public and successfully interact with other city departments and city administration.

Education and/or Experience

- 1) High school diploma, or equivalent, is preferable.
- 2) Knowledge of department equipment, i.e. FAX, PC, printers and phones.
- 3) Two years clerical/receptionist experience or equivalent training, or experience.

Language Skills

- 1) Ability to communicate effectively with fellow employees, supervisors, and the public.
- 2) Polite, yet assertive, in communicating with the public, as needed.
- 3) Ability to handle telephone calls in an effective manner.

Mathematical Skills

Sufficient to timely perform the record keeping, reports and cash handling required in the department.

Reasoning Ability

- 1) Recognize unsafe conditions and situations.
- 2) Must be able to understand both oral and written communications.
- 3) Must be able to interpret rules, policies and procedures.

Computer Skills

Basic PC skills in word processing, spreadsheet, and email.

Certificates, Licenses, Registrations

Must possess a valid Oklahoma "Class D" Driver's License and maintain it throughout your employment.

Other Qualifications

- 1) Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.
- 2) Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.
- 3) Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) The physical demands of this position are: sitting, standing, walking, fingering, talking, hearing, and repetitive motions.
- 2) Level One Visual Acuity.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is done in an office environment with no known hazards.