

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP - FAIR CLERICAL

Spec No. 9040

BASIC FUNCTION

To perform a variety of routine clerical and/or cashier duties.

STATEMENT OF DUTIES

1. Receives and directs the public to the appropriate person or department.
2. May answer telephones and take basic telephone messages.
3. May receive cash and various other payments; collect cash; and return correct change and receipts/tickets. May assist with reconciliation of cash.
4. May file materials alphabetically, numerically, and/or chronologically; retrieve materials from files as requested.
5. Receives and directs the public to the appropriate person or department.
6. May perform routine administrative tasks such as answer telephones and take basic telephone messages.
7. Prepares lists of numerical or written items; copies data from one form or record to another; makes simple arithmetic calculations.
8. May assist other employees in the department with data entry, research or other tasks.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and/or experience which provides the required knowledge and abilities. May be required to pass job related tests. Prefer six (6) months cashier experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- rules of grammar, spelling, punctuation, and word usage;
- standard office practices and procedures.

Ability to:

- follow oral and written instructions;
- do repetitive tasks;
- deal courteously with the public;
- make simple arithmetic calculations.

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SUPERVISION

Employees receive close supervision from a supervisor or administrative superior as assigned. Specific instructions are given for most assignments. The work is reviewed for completeness and accuracy or the employees perform tasks which have checks built into the nature of the work.

WORKING CONDITIONS

The work is performed in various environments both indoor and outdoor. The work may require long periods of standing.

PAY RANGE: Minimum wage - \$11.00 per hour.

Class Established: January 2005

EEO Category:

Pay Grade: Minimum Wage Range