

## **CONTROL CASHIER**

### **Definition**

Under general supervision of the management staff, to perform varied clerical work of average difficulty and other related duties as needed to facilitate the high quality of operation of the Monterey Sports Center; to do other related work as required.

### **Examples of Duties**

Duties may include, but are not limited to, the following: Performs specialized cashier and clerical functions; meets the public; collects fees and registration; explains regulations; interprets policies and regulations; gathers and interprets data for preparing reports; enters data for facility registration; conducts walk-throughs for possible safety hazards and cleanliness; insures control desk is not left unattended; sells and collects for merchandise; supervises part-time desk attendants on assigned shifts; supervises other part-time staff in the absence of department supervisor; balances cash drawer report; types memos, letters and other job-related documents; operates modern office machines and equipment; operates communication systems in facility, e.g.: television monitor, intercom system, multi-line telephone system, facsimile machine; performs other duties as required.

### **Employment Standards**

#### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

*Education:* Any combination equivalent to a high school graduation or GED.

*Experience:* Two (2) years' responsible clerical/cashier experience. Extensive public contact/service experience.

#### **Knowledge and Abilities**

*Knowledge of:* Office machines; computer hardware and software to prepare correspondence; clerical and financial recordkeeping procedures; filing systems.

*Ability to:* Meet and work tactfully and effectively with the public and to communicate information and assist with related questions; maintain a positive

attitude and work effectively in a team-oriented fashion with co-workers; interpret and apply policies, regulations, ordinances and procedures; locate, classify and interpret a variety of financial and related information; monitor financial accounts and analyze data.

**License(s) and/or Certificate(s)**

Ability to obtain a First Aid and CPR Certificate within six (6) months of employment.