

CITY OF COMPTON

CASHIER (Unclassified)

FINAL FILING DATE: Open Until Filled

HOURLY SALARY: **\$8.01-\$9.38 Effective** July 1, 2008 \$8.33 -\$9.76

THE POSITION: This is an entry level position responsible for receiving fees and payment at swim facility; enforcement of departmental regulations; and communication with the public over the telephone and in person.

These duties are performed under the supervision of the Pool Manager and will require that the individual be available to work evenings, weekends and holidays.

EXPERIENCE: Basic experience in writing reports, record keeping, light maintenance and cleaning. Basic math skills and working with the public experience is desirable.

MINIMUM QUALIFICATIONS: Possession of CPR and First Aid certificates.

- Accept payments for instructional fees, admissions, and facility rentals.
- Assist with reports for daily credit card, cash, and check transactions.
- Maintains accurate records on attendance, receipts, and ticket reports.
- Prepares thorough reports and written communications.
- Assist pool personnel with emergency procedures.
- Perform related duties as required or assigned.
- Knowledge of: Basic arithmetic and general office procedures.

ALL APPLICANTS MUST PASS THE UNPAID TRAINING COURSE PROVIDED BY THE CITY BEFORE APPLICANTS CAN BE CONSIDERED FOR EMPLOYMENT.

ABILITY TO: Read, write and communicate orally; maintain accurate records; establish and maintain effective working relationships with other employees and city officials. The ability to speak Spanish is desirable, but not required.

AGE: 16 years of age and older.

APPLICATION AND SELECTION PROCEDURE: All Completed applications will be reviewed and those considered most qualified will be invited to participate in an appraisal interview.

APPOINTMENT: All employment offers are conditional based upon the successful completion of a medical examination, which may include a drug screening, police record check, reference and background check. All new employees are required to take a loyalty oath.

The City of Compton does not discriminate on the basis of race, color, nation origin, sex, religion, age or disability in employment or the provision of services. Applicants with disabilities who require special testing arrangements must give advanced notice to the Personnel Department prior to the final filing date.

AN EQUAL OPPORTUNITY EMPLOYER

INFORMATION AND APPLICATIONS MAY BE OBTAINED FROM
HUMAN RESOURCES DEPARTMENT – COMPTON CITY HALL

205 SOUTH WILLOWBROOK AVENUE COMPTON CA 90220 www.comptoncity.org: Phone: (310) 605-5535 Job Line: (310) 605-5627

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