

South Jordan City Job Announcement



Position:	Front Desk Cashier	Salary:	\$9.60/hour	Status:	Part-time
Department:	Administrative Services/Fitness Center	Supervisor:	Customer Service Supervisor		
Opening Date:	8/30/17	Closing Date:	Open until filled		
Work Hours:	Flexible	Work Location:	South Jordan City Fitness Center		

GENERAL PURPOSE

Perform a variety of clerical and secretarial duties including cashiering, processing daily deposits, providing information, answering phones, filing, requisitioning supplies, etc.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Six (6) months experience in related customer service duties;

2. Special Qualifications:

Must be at least 18 years old

3. Knowledge, Skills, and Abilities:

Knowledge of telephone operations and procedures; basic public relations; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of standard office equipment.

Ability to operate a personal computer and Microsoft products.

Ability to work independently and deal effectively with stress caused by continuous public contact; operate standard office equipment; communicate effectively, verbally and in writing; perform basic mathematical calculations; effective working relationships with supervisors, co-workers, and the public.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking.

NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at https://munisselfservice.southjordanutah.gov/MSS/employmentopportunities/default.aspx?_ga=1.195670636.117129930.1434124430.

A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability.