



Now accepting employment applications for the following position:

CASHIER/ UTILITIES ASSISTANT (full-time/hourly):

Under general supervision, is responsible for receiving utility and other miscellaneous fees owed to the City of Florida City; provides customer service concerning municipal utilities and services both in person and via telephone. Assists customers with opening and closing utility accounts as well as providing answers to customer inquiries; coordinates utility information with other City employees. Other duties as assigned by the Supervisor.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or a GED equivalent, and
- Any combination of related education and experience or training that, in the opinion of the City, would provide the level of knowledge and abilities required.

Knowledge of:

- Proper methods of handling, receipting, and maintaining records of money received or disbursed.
- Working knowledge of computers and electronic data processing
- Effective telephone techniques and etiquette.
- Providing Excellent Customer service.

Skills in:

- Performing basic general math.
- Entering data at an acceptable rate and accuracy.
- Dealing with the public and resolving customer complaints.
- Planning and organizing work with consideration for frequent interruptions.

Ability to:

- Perform cashier duties accurately.
- Handle stressful situations and effectively handle difficult customers in a high volume setting.
- Prepare and maintain detailed transactions.
- Perform accurate routine arithmetic computations and tabulations.
- Establish and maintain cooperative working relationships with others.
- Communicate effectively both orally and in writing.

- Stand and/or sit for long periods and pull/push close file drawers. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Complete and pass thorough background and drug screening- EOE/DFWP

PREFERRED: Bilingual (English/Spanish; Creole)

Salary: Mid to high 20's (DOQ)

Date of Opening: 03/11/2019

Date of Closing: open until filled

Benefits include Florida Retirement System pension, vacation/sick leave, 100% paid employee health insurance.

Send completed resume to:

Chad Burkhalter, Finance Director

City of Florida City

404 West Palm Drive

Florida City, Fl 33034

flcityfd@floridacityfl.gov or via fax (305-242-8107)

Applications available for download at:

<http://cms5.revize.com/revize/floridaf/employment%20app%202019.pdf>

-or-

in person at City Hall- Human Resources Dept.