

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Cashier**  
**DEPARTMENT: Water Utilities**  
**SLOT NUMBER: 2353**  
**REVISION DATE:**

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**JOB SUMMARY:**

Performs responsible cashiering duties such as collecting and processing payments.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ability to count change accurately and quickly
- Ability to collect, post and maintain records
- Ability to withstand high stressful situations
- Ability to handle difficult customer's and their complaints
- Ability to take and follow directions from Head Cashier and Systems Manager
- Ability to maintain harmonious and effective working relationships with other employees
- Ability to project a positive and professional image of Webb County
- Ability to comply with all Webb County Personnel Policies and Procedures
- Ability to perform data entry
- Ability to assist in administrative duties to the Water and Waste Water Departments
- Clean and maintain various office equipment
- Ability to be able to perform other related duties as required

**QUALIFICATION STANDARDS:**

- Must have a High School Diploma or GED
- Must have a valid Class C Driver's License
- Must have Microsoft Program knowledge
- Must read, write and speak fluent English and Spanish
- Must be able to pass the County Drug and Alcohol test

**SKILLS AND ABILITIES:**

- Must have knowledge of computers and computerized cashiering systems
- Ability to work with difficult customers tactfully and courteously
- Ability to handle cash and financial transactions

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- Ability to prepare cash deposit slips
- Ability to communicate effectively both verbally and in writing
- Ability to work effectively with others
- Have a positive working attitude

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift \_\_\_\_\_ lbs.
- Must be able to work outdoors as needed

**OTHER REQUIREMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**SUPERVISORY:**

- Supervised directly by John Amaya /Utilities Manager

• **ACKNOWLEDGEMENT:**

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

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Printed Name

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