

**APPLICATIONS MAY BE OBTAINED AT THE
BOROUGH OF CHAMBERSBURG
100 S. SECOND ST. CHAMBERSBURG, PA 17201**

Deadline: Return to Borough Office no later than August 24, 2018, by 5:00 PM

**BOROUGH OF CHAMBERSBURG
POSITION OPENING**

CLASSIFICATION: Extra Part Time Front Counter Teller I **GRADE:** NB 07

RATES OF PAY: Rate \$19.06 per hour

PLACE OF WORK: Borough Office – Finance Department
100 South Second Street

HOURS OF WORK: Generally 8:00 A.M. - 5:00 P.M., Monday through Friday on an “as needed” basis. Generally less than 20 hours per week.

TYPE OF WORK:

GENERAL STATEMENT OF DUTIES: Performs beginning level clerical-accounting and cashiering tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: A Front Counter Teller I performs a wide variety of clerical-accounting, auditing and cashiering tasks calling for an elementary knowledge of clerical-accounting and bookkeeping practices. The work is performed in accordance with a prescribed routine. Complex, new or unusual problems encountered are normally decided by supervisor who checks work in process and/or upon completion.

EXAMPLES OF WORK: (illustrative only)

- Usually fast-paced, multi-tasking environment
- Sorts and processes utility and other bills;
- Opens night depository envelopes and processes payments;
- Receives, analyzes reporting for, and processes credit card payments
- Answers telephone calls, takes and relays messages and announces caller when required;
- Receives bill payments, makes change and receipt bills for customer;

Position Opening*
Extra Part Time Front Counter Teller I

- Greets visitors and provides directions, doing so in a pleasant and courteous manner;
- After processing all payments in the mail and at the counter; makes a final total of all cash, checks, and stubs, and completes counter receipts;
- Balances and verifies cashier drawer each day, and responsible for drawer security at all times.
- Utilizes Borough software system to provide information based upon customers' inquires;
- Verifies accuracy of bill counts and processes utility bulk mailings;
- Files invoices by numerical order and sorts work orders by account numbers;
- Runs total of all checks received the previous day for deposits;
- Prepare invoices and receipts for Recreation Department's deposits;
- Processes past due notices for collection procedures;
- Prepares packets of refuse tags;
- Maintain available inventory of, and sell and process parking permits;
- Completes faulty parking meter reports;
- Prepares late collection and turn-off notices;
- Prepares daily record of parking tickets received;
- Completes and performs related tasks concerning utility operations and other reports and records;
- Sells and accounts for sale of refuse tickets, yard waste admission cards, commemorative memorabilia, and other miscellaneous items;
- Files ambulances and accounts receivable reports;
- Types forms and performs other typing tasks;
- Performs a wide variety of related general clerical-accounting tasks.

Position Opening*
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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to succeed in a fast-paced environment requiring constant multi-tasking, including accurately processing transactions amidst environmental distractions. Ability to communicate effectively with the public. Some knowledge of modern clerical-accounting practices used in keeping automated fiscal – accounts and records; good knowledge of office terminology, procedures and equipment and of business arithmetic and English; ability to use a computer, modern office software, including Microsoft Word and Excel, and a point-of-sale system; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow oral and written directions; ability to write legibly; ability to get along well others; clerical aptitude; mental alertness; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some customer service/cashiering/front counter experience, and completion of a standard high school curriculum, preferably some experience in inputting and retrieving individual account data; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

METHOD OF SELECTION:

1. Employees working for the Borough of Chambersburg will be considered first;
2. If a Borough employee does not fill the position, outside persons will be considered in accordance with the Borough's Equal Employment Opportunity Policy. Preference will be given for Borough residents and nonuser of tobacco products.
3. Must not have had any disciplinary action (written or suspension) in file during preceding two years.

If interested, contact **Personnel at ext. 3251 or 3272.**

Deadline: August 24, 2018 at 5:00 PM

Jason Cohen, Director of Finance