CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

Temporary Cashier
Environmental Services Department

The City of San Antonio is recruiting for a Cashier (temporary), under direction is responsible for performing general cashiering duties. Exercises no supervision.

Essential job functions include, but are not limited to the following: Issues and/or collects fees for records, taxes, permits, tickets, licenses, and/or miscellaneous documents in accordance with City ordinances and State laws. Issues customer receipts. Operates a cash register. Processes vouchers and prepares cash count reports and daily deposits. Verifies cash amounts to receipts. Reconciles monies for daily financial records. Responds to requests and inquiries from the public. Performs related duties and fulfills responsibilities as required.

This position requires that the successful candidate possess a high school diploma or General Education Development (GED) Certificate. One year of cash handling experience. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification.

Salary ranges from $8.75 to $12.25/hourly, depending on experience and qualifications.

ONLY PAPER APPLICATIONS ACCEPTED. Apply in person at any of the Community Link Centers **OR** Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. Open until filled.

For additional information contact Dawnette Escobedo at (210) 207-2754.