

NOTICE

Cashier/Customer Service Representative

The City of Adel is accepting applications for the position of **Cashier/Customer Service Representative**. This position receives, disburses, and records monetary transactions for public utilities and other services. In addition, this position posts data to accounts, balances receipts and disbursements.

Other Essential functions include, but are not limited to:

- Greeting customers and answering telephone
- Accepting and posting payments and deposits for utilities.
- Processing customer requests
- Filing
- Assists with semi-monthly mailing of utility bills.
- Performs routine issuance of business licenses.
- Processing incoming mail

Applicants must be at least 18 years of age, possess a high school diploma or GED, and successfully complete a physical exam and drug screen upon offer of employment. Applicants must have excellent data entry, mathematical, and customer service skills. Applicants must also possess both oral and written communication skills. Applicants are required to possess a working knowledge of Microsoft Office and the successful applicant will be required to operate the City of Adel's customized program software.

This job requires frequent standing, sitting, walking, talking, and hearing, and repetitive motions associated with keyboarding.

Applications will be accepted until 5:00 p.m. on **January 20, 2023, or until the position is filled**. Applications are available Monday-Friday from 8:00 – 5:00 in the Business Office of the City Hall located at 112 N. Parrish Avenue. Applications are also available on the City of Adel's website by visiting www.cityofadel.us.

The City of Adel grants equal access employment opportunities to all persons without regard to race, color, religion, age, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, genetic information, or any other basis protected by federal, state, and/or local law.