

City of La Feria Job Description



Job Title: Cashier/Administrative Assistant

Reports to: City Secretary/Human Resource Director, Finance Director,
City Manager

Job Description:

Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls. May compile and type statistical reports. Prepares outgoing mail, using postage-metering machine. May prepare notes, correspondence, and reports, using word processor or computer terminal. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks.

Receives funds from customers and employees, disburses funds, and records monetary transactions in business establishment or place of public accommodation: Receives cash or checks or completes credit-card charge transactions. Counts money to verify amounts and issues receipts for funds received. Issues change. Compares totals on cash register with amount of currency in register to verify balances. Posts data and balances accounts. Compiles collection, disbursement, and bank-reconciliation reports. May issue itemized statement to customer.

Interviews applicants and records interview information into computer for water system service: Talks with customers by phone or in person and receives orders for installation, turn-on, discontinuance, or change in service. Fills out contract forms, determines charges for service requested, collects deposits, prepares change of address records, and issues discontinuance orders, using computer. Assists customers/residents with complaints concerning billing or service rendered, referring complaints of service failures, such as low pressure, to designated departments for investigation.

Performs activities in support of seasonal programs such as La Feria Pony Baseball and Softball League, La Feria NFL Flag Football, i.e., sends out sponsor letters and thank you letters, invoicing, solicits bids for insurance for seasonal programs, records all sponsor payments. Coordinates the City's annual Christmas Parade and the annual Fiesta de La Feria or other events sponsored by the City, including all notices to volunteer committee members, prepares agenda and keeps records of all committee and sub-committee meetings for these events. Solicits prizes for raffles, donations, and advertising sponsors as part of the fundraising efforts for the special events. Prepares all flyers, advertising copy, programs, and makes public appearances to promote special events. Attends special events. Performs any other duties as assigned.

Job Specifications:

High School Graduation or GED
Good verbal and written communication skills
Must be computer literate
Must be bi-lingual in English and Spanish