



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0109014

GENERAL EMPLOYMENT NOTICE

CASHIER/CLERK

Aquatics Department
Applicant Pool
(Potential Openings)

*****All applicants must complete the accompanying Job Match Profile for full consideration*****

MINIMUM QUALIFICATIONS

- Must be 18 years of age or older
 - Some cashier and clerical experience preferred
 - Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.
- *** Selected applicants may be required to test in specialized fields and/or to demonstrate skills by completing job simulations.**

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of cash account management procedures
- Skill in operating cash register to itemize and total customer purchases
- Skill in accurately collecting cash and providing correct change to patrons
- Skill in basic mathematical calculations
- Ability to handle irate and difficult customers
- Ability to communicate with diverse groups of individuals utilizing tact and diplomacy
- Ability to establish and maintain effective working relationships with co-workers and the general public
- Ability to maintain a flexible work schedule

ESSENTIAL FUNCTIONS

1. Collect cash from customers, make change for cash transactions if necessary, and issue receipts.
2. Count money in cash drawer at the beginning and end of work shift for preparation of daily deposits.
3. Record daily transaction amounts from cash register to balance cash drawer.
4. Answer telephone, retrieve voice messages, respond to inquiries, and route or take messages.
5. Maintain clean and safe working area.
6. Perform and assume clerical tasks to include filing, opening and distributing mail, copying or faxing documents, preparing receipt tape, and completing necessary reports.
7. Perform other duties as assigned.

REPORTS TO: Aquatics Facility Manager

TYPE OF ASSIGNMENT: Part-Time, Non-Exempt

MINIMUM HOURLY RATE: \$8.80

WORK DAYS: Year Round

PAY GRADE: F1

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

Internal Applicants – Submit a [Job Match Profile](#) form (click on link or available in Human Resources Office.)

External Applicants – Submit a completed [Application for Auxiliary and Classified Employment](#) and [Job Match Profile](#) form (click on link or available in Human Resources.) ALSO copies of required credentials to support the qualifications as posted in the job announcement must be submitted to Human Resources at time of application.

Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials, will be considered for the position. The complete application packet should be submitted/mailed to:

Northside ISD
Human Resources
5617 Grissom Road
San Antonio, TX 78238

Rev. 02-08 PL

5617 Grissom Road * San Antonio, Texas 78238 * (210) 397-8600

Equal Opportunity Employer