



CITY OF WESLACO

JOB OPPORTUNITIES

Applications are being accepted for the following positions:

For application instructions Visit Our Web Site: www.weslacotx.gov

Click on the Human Resource link - Job Opportunities to download a copy of the application.

JOB ANNOUNCEMENT

Position Title: Cashier I (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Public Utilities: Job No. 1527	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Receipt and process all cash payments and maintenance of department’s cash drawer in an accurate manner. Assists the public to understand their utility bills; researches questions, answers telephone and handles in-person inquiries, service requests and complaints. Creates/Finalize customer accounts; creates service orders; credit/debit memos. Ability to operate a variety of office equipment at efficient speed including calculator, typewriter, word processor, computer; ability to pan and organize work. Ability to handle large sums of cash in a prompt and efficient manner. Assists other department personnel with special projects as requested. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Utility Billing Supervisor

Qualifications: High School Diploma or equivalent with one (1) year office work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints. A valid Texas Drivers License is required. Bilingual and proficient in both Spanish and English preferred but not required.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

For More Information Contact:

City of Weslaco
Human Resources Department
255 S. Kansas Avenue
Weslaco, TX 78596

Or Call:

(956) 968-3181

Or Visit Our Web Site: www.weslacotx.gov

Email: hro@weslacotx.gov

***Depending on Experience**

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