



## **DEPARTMENT OF HUMAN RESOURCES**

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

### **CASHIER - ADMINISTRATIVE CLERK - PERMITS**

#### **Department of Licensing, Inspections and Permits**

#### **GENERAL DESCRIPTION**

Under administrative review, this position is responsible for the clerical and financial functions required within the Department of Licensing, Inspections and Permits.

#### **DUTIES AND RESPONSIBILITIES**

- Answer the phones and assist customers at the front counter.
- Take messages.
- Receive, count, and report on all monies received by the department.
- Process payment from customers and input funds into the cash register.
- Enter deposits into financial accounting system including interfacing and preparing deposits for drop off with the Treasury Department.
- On a daily basis, balance the cash drawer (used for marking change).
- Routine filing.
- Assist or fill in for the Administrative Assistant/Permit Clerk and Administrative Assistant as directed by the Director/Deputy Director.
- Other related, necessary duties as required by the Department Director/Supervisor

#### **REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES**

- Ability to learn applicable procedural guidelines related to permits, codes, ordinances and regulations.
- Excellent communication skills.
- Computer skills in Microsoft Office Suite.
- Ability to accurately deal with difficult situations.
- High School graduate or equivalency.
- Minimum of one (1) year of secretarial/receptionist experience.