

**CAREER OPPORTUNITY BULLETIN  
CITY OF BRISTOL TENNESSEE**

Posting Date 2/3/12                      Position **CASHIER**  
Closing Date 2/17/11                      Department Finance Department  
Salary Grade 103                      Hiring Range \$10.4327  
Hiring Supervisor Tara Musick

**POSITION DESCRIPTION:**

This position serves as a cashier and customer service contact. Processes various payments including water, sewer, property taxes, traffic tickets and miscellaneous. Balances the cash drawer and prepares bank deposits daily. Will assist in processing payments received in the mail and drop box. Enters payments into a computer accounting system and operates a personal computer using various software programs. Will also use a variety of office machines. Will furnish information to the public on a variety of matters relating to bills and charges.

**Essential Duties and Responsibilities:**

Must be able to multi-task while providing excellent customer service. Must be fast and accurate in computer entry.

**SKILLS AND REQUIREMENTS:**

Must be skilled in computers, Excel, Microsoft Word and Zortec Software package. Must be proficient in using a 10-key by touch. Must possess strong organizational skills and have the ability to prioritize multi-tasks under deadlines and time constraints. Position will require analytical skills and must focus attention to detail.

**Current Associates: to apply for this position, please fill out a City Application and submit to the Human Resource Manager, City Hall, 801 Anderson Street, Room 204, Bristol, Tennessee. Applications submitted after the closing date will not be accepted. Applications are available online at [www.bristoltn.org](http://www.bristoltn.org) or in the HR office.**

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