



POTTER, RANDALL & ARMSTRONG COUNTIES COMMUNITY
SUPERVISION AND CORRECTIONS DEPARTMENT

Job Posting (reviewed 2/2025)

Improving lives for a safer community

Title: Cashier/Receptionist
Pay: Hourly
Category: Full-Time
Supervisor: Office Manager

FLSA: Non-Exempt

Job Summary:

The position provides the cashier and receptionist functions for the department.

Essential Duties and Responsibilities:

- Collects cash, money order, cashier's check, and credit card payments for clients and accurately records these receipt transactions.
- Ensures accurate cash drawer reconciliation daily.
- Uses Corrections Solution Software to retrieve client information and make appropriate entries to accounts.
- Greets the public and clients and directs them to appropriate staff members
- Directs clients with concerns to the appropriate individual for resolution.
- Answers and directs calls from a multi-line system in a prompt and courteous manner.
- Communicates with callers in a professional, friendly and efficient manner.
- Receives and distributes incoming mail.
- Prepares correspondence, reports, forms, and other documents.
- Performs other duties as assigned by the Office Manager, Financial Officer and/or Director.
- Accounts for office equipment and furniture, such as computers, monitors, desks, chairs, bookcases, etc. in assigned area.
- This job requires work to be performed in person and on site to perform the essential functions of the position.

Qualifications:

- High school diploma or equivalent (GED); cashier or accounting experience preferred.
- Proficient in or have the ability to efficiently utilize accounting software and other specialized software programs necessary for communication, reporting and record keeping requirements of the department.
- Strong ability to multitask in a fast-paced environment.
- Capable of operating various office machines including, copy machines, printers, calculators, multi-telephone system, and fax machines.
- Possesses good communication and writing skills and the interpersonal skills to maintain a cooperative working relationship with other employees, departments, agencies, and the general public.
- Must be bondable.
- Excellent written and verbal skills and must possess excellent interpersonal skills in dealing with clients, coworkers, the public, court personnel and personnel of other agencies and departments.
- Bilingual a plus.
- Must possess a valid Driver's License, current liability coverage and pass a background check and drug test.

Working Conditions:

The cashier/receptionist works primarily indoors and in a primarily sedentary position, with some movement around the office to perform the functions of the position. The cashier/receptionist is occasionally required to work with or move office equipment and/or boxes which can weigh up to 20 pounds.

All CSCD employees are responsible for the following:

- Reports for work ready to perform responsibilities.
- Maintains a professional level of confidentiality regarding CSCD matters.
- Supports the CSCD mission and values.
- Upholds and adheres to CSCD safety rules and regulations.
- Performs professional responsibilities as required by CSCD policies, processes and procedures.
- Meets proficiency levels of required technology skills as outlined by the supervisor.
- Incorporates appropriate technology in daily work and exhibits continual growth in technologies.

STARTING SALARY: \$43,008 annually

APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS HAVE BEEN FILLED

To request application, please contact Betty Martinez, HR Manager, via email: MartinezB@pottercscd.org or call 806-378-3829.

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