



CITY of WILDWOOD

JOB POSTING

Applications are **ONLY** accepted for positions that are **currently open**. A separate application must be submitted for each position that you are applying for. Applications are active for ninety (90) days; (6) months for PD.

INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

OPEN POSITION **Cashier**

PAY CLASSIFICATION: **A1-1**

DEPARTMENT: **Utilities – Physical Environment**

CLOSING DATE: **Open Until Filled**

Main responsibility is collecting utility payments and handling customer questions at the Physical Environment counter. Also responsible for opening and posting payments that are received through the US mail. May perform basic accounting functions. Much of the work is performed in an office type setting.

Necessary Knowledge, Skills and Abilities Working knowledge of computers. Ability to effectively communicate both verbally and writing. Ability to effectively handle stressful situations. General knowledge of accounting preferred.

A complete Job Description is available upon request from Human Resources.

High school diploma or GED equivalent with specialized course work in general office practices. Two years of increasingly responsible related experience.

Applications are available via the City of Wildwood's website www.wildwood-fl.gov, or stop by City Hall at 100 N. Main St. Wildwood, FL. Any questions can be directed to Diane Gibson Smith in HR (352) 330-1340, or via email dgibsonsmith@wildwood-fl.gov. Applications **MUST** be submitted on or before the Closing Date. Applicants are advised that all submitted materials are subject to public disclosure per Public Records Act. EEO/AA/V/H/M/F/ Drug-Free Workplace

DATE POSTED October 25, 2016