



**BOARD OF COUNTY
WARREN COUNTY, OHIO**
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: CASHIER/RECEPTIONIST
DEPARTMENT: BUILDING & ZONING
PROBATIONARY RATE: \$14.71 /HOUR (180 DAYS)
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING APRIL 28, 2021.

**VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS:** CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP
AND EMAIL THE COMPLETED APPLICATION TO:

WCCOMMAPP@CO.WARREN.OH.US

PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. MAY 13, 2021.
THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND
A BACKGROUND CHECK (BCI).

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Cashier/Receptionist
Class Title:

Incumbent:

Department: Building/Zoning
Reports To: Office
Administrator

FLSA Status: Non-exempt
Civil Service Status: Classified

Pay Range: #12
Probation: 365 Days
Work Hours: 8:00 a.m. to 5:00 p.m.

Employment Status: Full-time
Lunch: Unpaid

JOB RESPONSIBILITIES:

Under direction, accepts payments for building, electrical, flood, and zoning permits, fees and deposits; maintains and balances cash drawer daily; balances daily receipts and prepares deposit to Treasurer; receives and resolves incoming telephone inquiries and assists the general public; schedules building and zoning inspections; prepares and files permits; answers questions regarding building, electrical, flood, and zoning permit fees; performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
An example of an acceptable qualification for this position is:

Completion of secondary education or its equivalent with coursework in bookkeeping and data processing techniques, and a demonstrable skill in typing; or training or work experience which evidences a basic knowledge of bookkeeping and data processing techniques and procedures, and a demonstrable skill in typing, and/or equivalent combinations of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver's License

ESSENTIAL FUNCTIONS:

1. Accepts payments on accounts including deposits made on service release/trailer bonds.
2. Operates data computer terminal to post payments.
3. Prepares receipts for deposit.
4. Maintains cash drawer and balances receipts daily.
5. Receives incoming telephone calls and walk-in inquiries and resolves/answers inquiries regarding building, electrical and zoning.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

6. Schedules building and electrical inspections and records inspection information and prepares correspondence for field personnel.
7. Demonstrates a regular and predictable attendance.
8. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: bookkeeping; data processing procedures and equipment; public relations; office practices and procedures; County and facilities serving the County.

Ability to: calculate numbers; maintain accurate records; gather, collate and classify information about data, people and things; communicate effectively; answer routine inquiries from general public; operate computer terminal for extended periods of time.

Skill in: typing, data processing, calculator, fax machine, copy machine.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

**Date Adopted:
Date Revised:
posdes.19**