



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212
Telephone 313-800-5233

Cashier/Clerk – Part-Time

An Equal Opportunity Employer

The City of Hamtramck has an opening for a full-time cashier/clerk in our Treasurer Department. The successful candidate will be outgoing, friendly, calm under pressure, and detail oriented.

Job Description Summary:

Under general supervision from the Treasurer, the cashier is responsible for proper receipting of all monies submitted to the Treasurer's Office, cash handling, general customer service, and other related tasks as assigned. The office is in City Hall at 3401 Evaline Street, Hamtramck, MI 48212.

Essential Duties and Responsibilities:

- Assists in cash receipting of public funds payable to the City including all taxes, licenses, fines, utility payments, intergovernmental revenues, and special assessments; provides a receipt to every customer
- Properly reconciles cash end of the day cash receipting
- Provides excellent customer service
- Greets and directs visitors as necessary
- Provides information over the counter, telephone, and email to the public as necessary
- Operates standard office equipment including a computer terminal for the purpose of entering and retrieving data.
- May be requested to work overtime and weekends for special program events.

Knowledge, Skills, and Abilities:

- Working knowledge of basic accounting principles
- Ability to perform arithmetic computations accurately and quickly
- Ability to operate a personal computer and utilize a computer-based accounting system, word processing, and spreadsheets
- Well-developed communication skills
- Highly organized
- Ability to establish successful working relationships with colleagues and customers

Requirements:

- High School Diploma or GED required
- Minimum of one (1) year of responsible office/clerical experience
- Skill in operating a computer and various types of office equipment
- Experience working with BS&A government software is desired
- Please note preference will be given to bilingual candidates. Candidates who can read/write/speak multiple languages are strongly encouraged to apply.

Physical Demands:

- Must be able to remain in a stationary position 90%
- Constantly operates a computer and other office machinery, such as a calculator, copy machine, and computer printer

Pay Rate: \$16.00 per hour

Application Process: Download applications at <https://hamtramck.us/wp-content/uploads/2021/02/Hamtramck-Application-Final-02122021.pdf> . Return completed applications City of Hamtramck, Attn: Human Resources, 3401 Evaline Street, Hamtramck, MI 48212 or email to hr@hamtramckcity.com. Position open until filled.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.