

Job Description Teller/Purchasing Assistant

The incumbent must provide excellent customer service skills. The candidate needs to be enthusiastic. The candidate must be responsible, trustworthy and dependable. The incumbent must be a team player. The candidate must be well organized and able to function under pressure.

Essential duties

- Provide process payments
- Process disconnect and reconnect
- Process and file service orders
- Balance cash drawer and daily deposits
- Process night deposits,
- Process mail
- Answer Telephones
- Receiving PO's for the entire city
- Issuing purchase orders in absence of purchasing agent
- Issue building permits
- Sending out letters for back flow testing
- Giving out office supplies when purchasing agent is out
- Create the building department monthly report
- Must attend all Planning Commission meetings and keep minutes
- Must attend Historic Commission meetings and keep minutes