

SNOHOMISH COUNTY JOB DESCRIPTION

SOLID WASTE CASHIERING SPECIALIST LEAD

Spec No. 6355

BASIC FUNCTION

To perform a variety of cash handling and receipting functions for Solid Waste; to provide technical support in daily operations; to assist in developing and implementing procedures related to cash handling; to maintain accurate records and perform various verification of records in the form of periodic and random cash audits.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares bank withdrawal orders, makes bank withdrawals, and distributes change funds to all Solid Waste site safes.
2. Responsible for all monies assigned and in possession; keeps accurate record of fund distribution, pick up, deposits, and withdrawals.
3. Reports to designated facility, completes assigned tasks and plans day according to work load.
4. Identifies needs, reviews, develops, and updates policies and procedures related to Finance and Solid Waste Operations as directed. Maintains accurate logs of all data related to finance or otherwise as directed by Operations and/or Finance.
5. Performs periodic audits of site funds and paperwork and random cash counts of tills and change funds as directed by Operations and/or Finance.
6. Identifies and researches discrepancies as directed by Operations and/or Finance.
7. Handles confidential financial information, such as Site Attendant safe activity/access, paperwork, and financial performance under the direction of Operations and/or Finance.
8. Loads, unloads, and operates a county vehicle on an assigned daily route beginning and ending at an established home base.
9. Serves as liaison between Finance, Site Attendants and Supervisors as requested.
10. Leads employees and provides technical supervision to Site Attendants as required; facilitates training sessions as necessary; reviews work both in progress and completed to ensure accuracy and compliance with instructions, policy, and established procedures; handles day-to-day financial questions and problems.
11. Performs the entering of accounting related data on county records manually or on a computer terminal; monitors accounting related information on manual and computerized systems in the Operations Supervisors absence or as required.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Assists employees of other departments by answering questions, locating information from county records and providing it to authorized parties as appropriate. Explains procedures, policies and systems to employees as needed; including participation in implementing new systems and procedures.
13. Maintains necessary transfer station related records and prepares required reports related to the county scale automation system. Provides scale automation trouble shooting support to the Site Attendants during operating hours and communicates to the scale automation vendor functional needs and requirements as reported by Finance and/or Operations.
14. Utilizes Excel, Word, and other job related computer software, including the county network in the completion of job duties.

STATEMENT OF OTHER JOB DUTIES

15. Files materials alphabetically, numerically and/or chronologically; retrieves materials from files as requested; operates photocopy machine; performs other routine clerical duties.
16. Delivers supplies and other materials to and from sites as directed.
17. Performs the duties of the Site Attendant Class and/or Cashier Specialist as required.
18. Maintains communication and an effective working relationship with county employees, bank employees, associates, and the general public.

MINIMUM QUALIFICATIONS

Two years of cashiering and/or banking experience; OR work as a solid waste site attendant; OR any combination of training, education or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Previous experience in a lead role and/or providing training in technical aspects of the site attendant or cashiering specialist position are preferred.

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SPECIAL REQUIREMENTS

A valid Washington State Driver's License required for employment.

A job offer will be conditioned on satisfactory results of a driver's license abstract.

A job offer will be conditioned on satisfactory results of criminal background check.

Possession of or ability to obtain a valid First Aid/CPR card within six months of employment is required.

A job offer will be conditioned on satisfactory results of a post-offer medical examination or inquiry.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic mathematics
- bookkeeping practices and procedures
- word processing software
- standard office practices and procedures
- defensive driving practices and procedures
- the geography and road systems of Snohomish County

Ability to:

- maintain confidentiality
- perform mathematical computations
- prepare grammatically correct documents
- meet deadlines and cope with interruptions
- learn, analyze and categorize data rapidly and accurately
- effectively communicate, lead others, and provide quality training
- drive skillfully and safely in all weather conditions; follow verbal and written instructions
- read, understand and comply with safety rules and regulations
- work independently and complete assigned tasks
- establish and maintain effective working relationships with superiors, associates and co-workers, and the general public if necessary
- remain composed and professional in stressful situations

PHYSICAL EFFORT

Loading and unloading a vehicle and moving objects weighing up to fifty (50) pounds are required. Moving materials and boxes between a county vehicle, bank locations and county sites, including Finance, is required. Operation of standard office equipment is required.

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SUPERVISION

The employee receives general supervision from a supervisor or administrative superior as assigned in Solid Waste. The employee receives further instruction for additional Solid Waste duties from an assigned contact person in Finance. The work is reviewed for completeness and accuracy.

WORKING CONDITIONS

Pick up and delivery work that involves extensive travel to locations throughout the county where the employee is exposed to hazards resulting from traffic and inclement weather. Office work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class established: February 2008
Revised: June 2018
EEO Category: 6 – Administrative Support
Pay Grade: 312 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous