

CATHERINE D. ROBINSON  
MAYOR

JOHN ROGERS  
VICE-MAYOR

DR. ALVIN B. JACKSON JR.  
CITY MANAGER



COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

## **INTERNAL/EXTERNAL POSTING**

### **Part-time Temporary Finance Department Position: Utility Clerk/Cashier**

The City Commission desires candidates who are visionary, innovative and team oriented in their approach, and able to employ a style that engenders mutual trust and openness with community Partners and Stake holders.

This is a part-time temporary position hours will be 10:00AM – 2:00PM (flexible) for 3 months. This position reports to the Finance Director.

#### **Duties:**

- Receive payments for City services and maintain daily record of payments
- receive, open and sort department mail, process payments and route other communication to proper persons
- answer telephone and greet office visitors, determine nature of call, answer questions and/or directs caller to appropriate person or department
- maintain calendars for City Hall, Community Center and City Parks
- occasionally perform secretarial duties such as: typing, mailing, and maintaining department files; performs other duties as assigned.

#### **Educational Requirements:**

High School diploma or GED **required**; computer and accounting experience necessary to successfully perform this job.

Candidates are requested to complete City Employment Application (copies available at the Bunnell City Hall, 201 W. Moody Blvd, Bunnell, FL or on the city website at [www.bunnellcity.us](http://www.bunnellcity.us)). The application is to be forwarded along with a personal resume' to: [chancock@bunnellcity.us](mailto:chancock@bunnellcity.us).

**Pay Rate \$12.96 per hour  
Posting Start Date February 20, 2019  
Closes: Open until filled**

Bunnell has a zero-tolerance drug policy and is an Equal Opportunity Service Provider. This position will require a complete background check and drug test before the hiring process is complete.