

SOUTH CENTRAL SOLID WASTE AUTHORITY
invites applications for the position of:
Scale House Attendant / Cashier (Chaparral)
Full-time Regular
An Equal Opportunity Employer

SALARY: **\$11.5420 / Hour**

OPENING DATE: **Friday, March 13, 2020**

CLOSING DATE: **Friday, March 27, 2020; 11:59 pm**

NATURE OF WORK:

Selection will be for a fulltime regular, non-exempt position with the South Central Solid Waste Authority (SCSWA) for the Chaparral Community Collection Center located at 180 McCombs Drive, Chaparral, NM.

Responsible for weighing customer vehicles on scales to determine fee amount, collecting fees and balancing cash/checks daily, as well as, preparing daily deposits and assisting customers, as needed.

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. May be assigned to work non-traditional hours as required including one or two weekends per month. Also responsible for assisting and working at other facilities within SCSWA. Candidate will be asked to cross train and/or serve as coverage for other scale house/gate attendants in their department. Regular attendance is an essential function of this job to ensure continuity of services. Position is subject to drug testing in accordance with applicable State and Federal regulations and SCSWA policies.

DUTIES AND RESPONSIBILITIES:

- Provides prompt, courteous and accurate customer service to the public; responds to requests for information on SCSWA and Community Collection Center services in order to maintain positive customer service relations.
- Deals with public complaints; apprises public of requirements and fees; resolves issues face-to-face or seeks supervisory assistance.
- Accurately performs accounting related duties pertaining to the receipt of cash and check receipts in order to ensure the integrity of the financial system.
- Promptly, courteously and accurately receives cash, checks and/or credit payments for solid waste disposal transactions. Operates a cash register and makes appropriate change; processes credit cards transactions. Issues register receipts to customers remitting payments.
- Balances the cash drawer daily using receipts, cash and an adding machine; identifies errors and takes appropriate steps to remedy and/or report to the supervisor if not remedied. Prepares bank deposits and/or transfers of cash/checks as needed; commutes to various locations to pick-up deposit bags, change, etc. as required. Safeguards all receipt of cash/checks in accordance with accounting policies and procedures.
- Promptly and courteously answers the scale house/office telephone and provides accurate information in response to inquiries.
- Responds to public's questions regarding prices, acceptable waste, hours of operation, and directions to facility or other SCSWA facilities.
- Maintains the work area and equipment in a safe and clean condition at all time. Performs custodial duties to clean and maintain the scale house.
- Performs the duties of the spotter, as required and assigned.
- Keeps the scales clean and free of debris.
- Performs and assists in clerical and other duties as directed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Prefer high school diploma or equivalent. Two (2) years fulltime experience in cashiering or accounting to include six (6) months customer service experience. Scale attendant/landfill experience preferred. A combination of education, experience, and training may be applied in accordance with South Central Solid Waste Authority policy. Demonstrated computer skills in working with Microsoft Windows PC applications (word processing, spreadsheet and email software).

LICENSES AND/OR CERTIFICATIONS:

Valid driver's license required. Position may require an acceptable driving record in accordance with SCSWA policy.

KNOWLEDGE, SKILLS, AND ABILITIES:

Exceptional customer service and interpersonal skills. Proficient on an adding machine with a high degree of accuracy with keyboard input and cash transactions. Ability to work under pressure and with constant interruptions and to work on more than one task at a time. Ability to work alone and with minimal supervision and to adhere to all Cashier Department policies and procedures. Ability to work overtime as needed or requested. Strong English language abilities and clear and neat writing ability. Spanish speaking preferred.

ENVIRONMENTAL AND PHYSICAL FACTORS:

The position functions within a crowded, hectic setting with exposure to dust and musty odors. There is constant forward reaching and simple grasping of paperwork or other items from customers or truck drivers. Frequent standing, walking, and stooping.

Moderately physical position involving bending and stooping to reach customers at scale house window. Operation of a cash register and adding machine. High degree of customer contact requires strong verbal abilities and the ability to read at a high school level.

WORK SITUATION FACTORS:

Involves competing demands, constant interruptions, handling multiple tasks at one time. May be assigned to work non-traditional hours as required including one or two weekends per month.

Application may be obtained online and completed at: <https://scswa.net/>. Resume may not be substituted or accepted in place of application.

It is policy to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodation to interview and/or test because of a disability, please contact SCSWA at 575-528-3584.

SCALE HOUSE ATTENDANT/CASHIER SUPPLEMENTAL QUESTIONNAIRE

1. I understand and accept that the position I am applying for is with the South Central Solid Waste Authority (SCSWA) and not the City of Las Cruces. If hired, I will be a SCSWA employee and not a City of Las Cruces employee.
 Yes No
2. Are you a current South Central Solid Waste Authority employee? (If you fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)

Yes No

3. Do you meet the minimum requirement of two (2) years fulltime experience in cashiering or accounting to include six (6) months customer service experience.? (If you state yes and fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)

Yes No

4. Do you have a high school diploma or equivalent (GED)?

Yes No

5. Do you have a valid driver's license?

Yes No

6. Are you related by blood, adoption, domestic partnership, or marriage to any current employee of the South Central Solid Waste Authority?

Yes No

7. List all relatives by blood, adoption, domestic partnership, or marriage working for South Central Solid Waste Authority and where they work. If none, please indicate "N/A" in the space provided.

***Required Questions**

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