



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, NON-CONTINUING, SUBSTITUTE ASSIGNMENT

POSITION: Cashier

SALARY: \$17.47 hour

DEADLINE: Continuous
(Applications reviewed on an as received basis and hired as needed)

SCHEDULE: Monday – Friday
(Hours are to be between 7:30am-6:00pm; not to exceed 25 hours per week and/or 100 hours per month)

ASSIGNMENT: Total hours may not exceed 999 in a year. Total days may not exceed 100 in a year.
(Days are counted regardless of # of hours worked per day)

TYPICAL DUTIES MAY INCLUDE:

- Perform high volume cashing and other duties associated with student payments of cash, checks, and credit cards and prepare balancing reports as required.
- Access student records using a computer terminal; receive monies and enter appropriate data; clear holds on student transcripts.
- Perform audit and reconciliation of discrepancies in student accounts.
- Distribute or mail financial aid checks, bills and parking passes.
- Provide information and assistance in person and on the telephone.
- File records and documents related to work performed.
- Assist other personnel in the preparation and maintenance of procedures.
- Train and provide work direction and guidance to temporary hourly cashiers as needed.
- Maintain a variety of files, records and calendars related to assigned activities; maintain office supplies inventory; type a variety of forms and records and perform general clerical duties as needed.
- Communicate effectively in person and on the phone to establish and maintain effective working relationships with persons contacted in the course of performing assigned duties.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic bookkeeping methods and practices.
- Rules, regulations and policies governing the safe handling of cash.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Handle all information following District privacy and confidentiality policies.
- Demonstrate currency of knowledge with computers and other forms of technology utilized in providing high quality services.
- Manage time effectively and handle workload in an accurate and efficient manner.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Apply knowledge of modern office machines and equipment including adding machine, fax and copy machine and computer.
- Type with speed and accuracy, make quick and accurate mathematical calculations, verify, balance and adjust student accounts.

ABILITY TO (continued):

- Utilize a variety of computer software, including word processing, spreadsheet, database and other business-related software, specifically Microsoft Excel and Word.
- Advise and interact effectively with students and staff.

EDUCATION & EXPERIENCE: Any combination equivalent to: graduation from high school and two years of responsible clerical accounting experience including at least one year of cashiering experience.

WORK ENVIRONMENT:

- Office environment.
- Constant interruptions and frequent interaction with students, staff and the public.

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time.
- Light lifting of materials.
- Reaching to file and retrieve records.
- Dexterity of hands and fingers to operate a computer keyboard and cash register.

APPLICATION PROCEDURE

To be considered an applicant for a temporary short-term non-continuing pool assignment in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College [Temporary Short-Term Employment Application](#)
2. Résumé

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office. Submit application packet to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer