



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Cashier **PT/12 months**
RN17-57

WORK SCHEDULE: **Monday – Thurs: 7:30am-5:00pm**
Friday: 7:30am-11:30am
(Hours not to exceed 20 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.) Work location varies between Lancaster & Palmdale.

SALARY: **Range 9, \$1,513.65**

DEADLINE: **January 11, 2018**

START DATE: **February 13, 2018**

BASIC FUNCTION:

Under the direction of the Controller, receive, classify, total, balance, receipt and post monies to the appropriate district accounts, interact with students regarding fees and perform a variety of clerical and related duties.

REPRESENTATIVE DUTIES: **E = indicates essential duties of the position**

- Perform high volume cashiering and other duties associated with student payments of cash, checks, and credit cards and prepare balancing reports as required. E
- Access student records using a computer terminal; receive monies and enter appropriate data; clear holds on student transcripts. E
- Perform audit and reconciliation of discrepancies in student accounts. E
- Distribute or mail financial aid checks, bills and parking passes. E
- Provide information and assistance in person and on the telephone. E
- File records and documents related to work performed. E
- Assist other personnel in the preparation and maintenance of procedures. E
- Train and provide work direction and guidance to temporary hourly cashiers as needed. E
- 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. E
- 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. E
- Perform related duties as assigned. E

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.

ABILITY TO (Cont'd):

- 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.
- 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 DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise. May train and direct hourly cashiers.

CONTACTS: Students, other departmental personnel, and the general public.

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 classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00pm Mon-Thurs and 11:30am on Fridays of 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 *Classified Application*
2. Cover letter (addressing your interest and qualifications)
3. 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 and must be returned to:



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

Office hours: Monday-Thursday (7:30am – 6:00pm)
Friday: (7:30am – 11:30am)

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

The Policy of the District is to encourage applications from ethnic and racial minorities, women, persons, with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

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.