

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB
RECRUITMENT AND PLACEMENT

| <u>JOB TITLE</u> | <u>SALARY</u> | <u>ISSUE</u> |
|---|---------------|--------------|
| SCALE ATTENDANT | \$10.81/HR | 09-02-2016 |
| WEBER COUNTY TRANSFER STATION - PART TIME (20-29 HR/WK) WITH BENEFITS | | |

JOB SUMMARY Under close supervision of an Lead Site Cashier, performs a variety of routine and specialized cashier and clerical work requiring advanced knowledge of Transfer Site paperwork and procedures.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Will perform the following duties specifically: Will weigh or estimate weight of all solid waste entering facility. Will collect disposal fees from customers not having credit accounts. Will screen solid waste loads as they enter the facility and direct the vehicles to the proper unloading area. Will assist the Lead Site Cashier with purchase orders, billings and record keeping as required. Receives telephone and personal callers, handling any questions or matters of a or routine nature and directing others to the appropriate staff member in a courteous and professional manner. Will conduct periodic surveys and distribute information and pamphlets concerning Weber County Solid Waste programs and operations. Performs all daily functions as assigned. Operates simple office equipment. Performs related work as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent, AND One year working with the public and one year working in an accounting situation; work experience must be appropriate to the position to be filled. OR Any equivalent combination of education and experience.

Working knowledge of department rules and regulations; Ability to make mathematical computations; Working knowledge of specialized duties required by the position. Skill in using assigned equipment.

Ability to make mathematical computations; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to accurately maintain billing records and customer accounts; Ability to follow written and verbal instructions; Ability to maintain effective working relationships with employees, other departments and a sometimes hostile general public with excellent communication skills.

SPECIAL QUALIFICATIONS Must be bondable. ***Must be able to count money and make change accurately. Must have a valid Utah Driver's License and a good driving record. Must be willing to work ten hour shifts which include weekends and holidays.***

TOOLS AND EQUIPMENT USED 10-key, phone; personal computer including word processing software; copy machine; fax machine; calculator; scale.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative

of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

POSITION CLOSES: SEPTEMBER 16, 2016

APPLICATION MUST BE SUBMITTED TO:

Weber County HR, 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND

TESTING REQUIRED