

## Cashier/Administrative Aide

### General Information

<b>Job Posting ID:</b> 5364948	<b>Creation Date:</b> Sep 28, 2018
<b>Employer Posting No:</b> ---	<b>Closing Date:</b> Oct 12, 2018
<b>Job Site Address:</b> DEL RIO, Texas 78840	<b>Employer Type:</b> Private Sector
<b>Openings Filled:</b> 0 of 1	
<b>Contacts:</b> 0 of 50	<b>Status:</b> Open

### Job Description

Performs complex administrative and confidential support functions to assist Public Housing (PH). Uses judgment and initiative to perform a variety of tasks involving reception, data processing, secretarial and rent collection services for the departments. Assists with processing applications for housing. Maintains and updates databases with appropriate applicant and tenant information in a timely manner. Based on information and Waiting List data, contacts eligible applicants to offer available units in accordance with Agency policies and procedures. Collects payments for rent and other services from residents and issues receipts. Posts transactions and prepares and makes deposits. Maintains an accurate cash drawer and balances daily. Assists with calculating rent and the generation of written notifications of changes to applicants. Perform other duties as assigned.

#### Supervisory Experience

**Required:** No

**Pay:** Between \$10.53 / HR and \$10.53 / HR

**Shift:** Days (First)

**Duration:** Temp OR Temp to Hire

**Workweek:** Full Time

#### Additional

**Workweek Details:** Temporary position up to four months

**Veterans Only:** Yes

#### Federal

**Contractor:** No

#### Eagle Ford Shale

**Job:** No

**Is this job related to Hurricane Harvey Clean-up/Restoration?:** No

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**Job Requirements**

**Occupation:** Office Clerks, General

**Minimum Experience and Education:** 2 yrs 0 mos **and** High School Diploma/GED

**Additional Requirements**

**Driver's License**

**Type:** Class C - Standard Driver's License