



Position Title: Cashier/Customer Service Representative
Part-Time Regular (20-29 hours/week; Pro-Rated Benefits)
FLSA Non Exempt

Hiring Salary Range: \$9.68-\$10.16 DOQ

Closing Date: April 28, 2017 4 p.m.

Description of Duties:

The City of Alamosa is seeking **Part-Time Cashier/Customer Service Representative** to provide general support to the Recreation Center by answering calls, providing general information to customers regarding programs and fees, registering new participants, collecting and processing payments, and greeting visitors. Light cleaning and occasional program and event setups are additional duties. The ability to work a wide variety of hours, including weekends and evenings is required.

Desired Qualifications:

Preferred candidate should possess a minimum of a High School diploma or equivalent and a minimum of one (1) year of general office experience, or an acceptable combination of experience and education. Candidate must be computer competent and have the ability to provide excellent customer service; experience dealing with public is desirable.

Application Procedure:

The City of Alamosa is an Equal Opportunity Employer and will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law EOE.

Submit City of Alamosa application, resume, and letter of interest online or to: Human Resources Department
City of Alamosa
Post Office Box 419
Alamosa, Colorado 81101
719.587.2029
amckinley@ci.alamosa.co.us

Applications can be found online at www.cityofalamosa.org under Job Opportunities or at the HR Department, 300 Hunt Avenue, Alamosa, Colorado.