

POSITION ANNOUNCEMENT

SCALE HOUSE ATTENDANT

SCALE HOUSE ATTENDANT – Performs routine clerical and administrative work in answering phones, receiving the public, cashiering and customer assistance in support of the City of Pampa's Landfill.

POSITION CLASSIFICATION: CL 1 - Scale House/ Recycling Attendant (non-exempt)

SALARY RANGE: \$2460 - \$3461 monthly

WORK SCHEDULE: Monday – Friday, 8:00 a.m. to 5:00 p.m. with Rotating Saturdays.

APPLICATION DEADLINE: Outside applicants can pick up an application at City Hall, room 304 or apply online at www.cityofpampa.org . Current employees need to submit a letter of interest to Jodi Allen in the Human Resource office, City Hall room 304. Position open until filled.

SELECTION PROCESS TO BE UTILIZED: Qualified applicants interviewed by the Landfill Superintendent.

MINIMUM QUALIFICATIONS: High school diploma or equivalent. Must have working knowledge of computers, modern office practices and procedures and some knowledge of accounting principles and practices. Must have the ability to perform cashier duties accurately, communicate effectively verbally and in writing and be able to effectively meet and deal with the public.

COMPLETE JOB DESCRIPTION AVAILABLE IN THE HUMAN RESOURCES OFFICE

The City of Pampa is committed to providing equal employment opportunity without regard to race, color, religion, national origin, sex, age, disability or veterans' status, as required by state and federal laws.

Posted: Friday, October 20, 2021

Locations: City Hall
Service Center
Library
Landfill