

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



CASHIER - PARKING PART-TIME

(Announcement Number R-45-15)

Grade 9

Starting Pay: \$11.95 per hour

20 hours per week, M-F 8-12:00 p.m.

THE JOB:

Performs varied cash handling and clerical duties, involving receiving, disbursing and accounting for funds; performs directly related work as required.

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a GED; and some experience in general office operations; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and a thorough background investigation.

APPLICATION PROCEDURES:

Candidates must complete a City of Manchester Employment Application available at City of Manchester website www.manchesternh.gov/jobs or in person at HR Dept. City Hall Annex. Submission of a resume is optional.

OPENING DATE:

Tuesday, June 16, 2015

CLOSING DATE: Tuesday, June 30, 2015

OFFICE HOURS:

Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****