



Lac La Biche County
welcoming by nature.

EMPLOYMENT OPPORTUNITIES **LAC LA BICHE COUNTY**

Cashier/Receptionist **Full Time Permanent Position**

Responsibilities:

Answer public inquiries in person and on the phone

- Utility, Tax, and Accounts Receivable balances
- Searching for legal or civic addresses, tax levies, zoning, lot sizes
- Printing maps of lots for residents wanting to know lot size & property line
- Providing directions to landfills, truck fill stations, LLB County offices, and businesses in the Lac La Biche County area.
- Providing dog tags/licenses to residents
- Sale of rain barrels & composters
- Completing paper work for departments outside of Finance, e.g., transfer of ownership, community garden applications, dust control, etc.
- Selling snow plow/grader flags & completing applications.
- Taking customer complaints

Mail

- Open, stamp, and sort all incoming mail from post office
- Sorting & distributing inter-office mail
- Receiving & sending courier mail – sealing & applying postage to outgoing mail

Payments

- Receipt payments from the counter, mail, and electronically
- Tax, utility and all other accounts receivable & miscellaneous payments
- Entering post-dated cheques & ensuring they are imported on the correct date
- Ensuring that payments are applied correctly to the corresponding invoice
- Counting, rolling, & receipting coin from the bulk water truck fill
- Sales of County ownership maps and ensuring they are fully stocked
- Some filling
- Faxing
- Helping coworkers with other miscellaneous tasks as requested
- Receipting money from Fork Lake Campground
- Cancelling & reallocating receipts as requested by Finance Coordinator or Manager
- Processing NSF payments
- Ensuring printers are stocked with paper
- Replacing ink cartridges and sending old cartridges out for recycling
- Keeping the phone list up to date

Agricultural Services

- Completing equipment rental agreements/processes & chemical sale agreements/processes at front counter.
- Giving out live animal traps.

Qualifications:

- Minimum Grade 12 education or equivalent
- Office Education certificate preferred
- Customer Service training/certifications an asset
- 2 years' experience working in a general office environment, specifically reception duties and handling public inquires/concerns
- 2 years' experience issuing receipts and balancing cash
- Previous municipal/government experience would be an asset
- Knowledge of the Lac la Biche County area and surrounding area would be beneficial
- Superior customer service and a high level of professionalism in public relations
- Proficient computer skills (word processing, spreadsheets, email, internet)
- Demonstrated ability to work well independently and as part of a team
- Independent decision-making, problem-solving and analytical skills
- Demonstrated ability to work under pressure with constant change and distractions
- Strong written and verbal communication skills
- Must submit a Driver's Abstract, Criminal Record Check, and Child Welfare Check that meets the satisfaction of the County.

Salary range is \$52,652.60 to \$68122.60 annually

- Competition Number: 02-CR-20
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.