



Sheffield Utilities

PO Box 580 • Sheffield, AL 35660 • (256) 389-2000
www.sheffieldutilities.org

October 11, 2024 External Notice Job Notice

Sheffield Utilities will be accepting applications for the position of **Cashier** beginning Friday, October 11, 2024. The position of Cashier is an entry level position in the office. Sheffield Utilities offers an excellent benefit package including RSA state retirement and advancement opportunities.

Please send resume and/or application to Sheffield Utilities, P.O. Box 580, Sheffield, AL 35660, Attention: HR Dept. or email to apply@sheffieldutilities.org. Applications & Job Descriptions can be downloaded from our website www.sheffieldutilities.org or picked up at 300 N. Nashville Avenue, Sheffield between the hours of 8 a.m. and 5 p.m., Monday through Friday.

- **ANNUALIZED SALARY \$30,786 - \$42,949**
- **HIGH SCHOOL DIPLOMA OR GED REQUIRED – WITH BASIC KNOWLEDGE OF COMPUTERS**
- **MUST BE ABLE TO COMMUNICATE IN PERSON OR BY PHONE IN THE ENGLISH LANGUAGE**
- **MUST BE ABLE TO OPERATE A BASIC OFFICE CALCULATOR AND COMPUTER**
- **MUST BE ABLE TO PERFORM CASHIER DUTIES**
- **MUST BE ABLE TO OPERATE COMPANY PHONE SYSTEM AND PERFORM RECEPTIONIST DUTIES**
- **MUST ALWAYS TREAT CUSTOMERS IN A COURTEOUS AND RESPECTFUL MANNER**
- **MUST ALWAYS PROJECT A PROFESSIONAL APPEARANCE**
- **MUST BE FLEXIBLE IN DAY-TO-DAY WORK SCHEDULING**

***SEE JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS. Make sure you carefully and completely report your education, training, and experience so that it is clear how they have helped to qualify you for this specific job. IF YOU DON'T LIST IT, WE DON'T KNOW IT!**

The application you submit will be considered only for this one position. Applications may be used for 180 days to fill similar vacancies in this department. If a different position becomes available at a later date, you will need to reapply by submitting another application in order to be considered for that position.

Sheffield Utilities does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service. Sheffield Utilities is an EQUAL OPPORTUNITY EMPLOYER.

APPLICATIONS ARE SUBJECT TO POST-OFFER PHYSICAL AND DRUG TEST.