



**DATE:** April 16, 2024

## **SEASONAL PART-TIME JOB POSTING**

**JOB TITLE:** Cashier

**DEPARTMENT/DIVISION:** Finance Department

**EMPLOYEE GROUP:** Part Time – 24 hours per week (Monday-Thursday Noon-6pm)

**STARTING DATE:** Memorial Day through Labor Day

**HOURLY WAGE:** \$18.00

**BASIC RESPONSIBILITIES:** Under the direction of the Finance Director/Treasurer, this position is the primary provider of customer service in City Offices answering telephones and assisting residents with payments and inquiries.

**EDUCATION:** High School diploma or GED required.

**REQUIRED QUALIFICATIONS:** Good communication skills, both oral and written, are required for interaction with public. Computer skills with knowledge of word processing and spread sheets is required.

**HOW TO APPLY:** Complete a City application found at [www.cityofmarinecity.org](http://www.cityofmarinecity.org) and submit it along with a resume to Jason Bell, City Clerk, City of Marine City, 260 S. Parker St., Marine City, MI 48039.

**Applications will be accepted until May 2, 2024, or until filled.**

***EQUAL OPPORTUNITY EMPLOYER***