

**Beaver County, Pennsylvania
Job Description**

Job Title: Clerk/Cashier	Department: Recreation
Reports to: Facilities Supervisor	Effective Date: 2001
Classification: Non-Exempt- Union	Revision Date: 3/2026

Full-Time 40 hours per week.
Evenings and weekends, possibly rotating schedule. Weekend daylight shifts are 8:00 am- 4:00 pm,
evening shifts are 3:00 pm- 10:00/11:00 pm.

Job Summary

This position completes clerical responsibilities and helps schedule different events for Recreation activities.

Essential Functions

This job description is not designed to cover a comprehensive list of duties or responsibilities that are required. Essential functions may change, or new ones may be assigned at any time with or without advanced notice that are a logical assignment to the position.

- Customer Service-answering phone calls from customers and resolving issues and questions from the public.
- Schedule tennis and pickleball sessions for the public.
- Reserve shelters and collect payment.
- Enter and update data.
- Performs basic accounting transactions including issuing invoices and following up on payments due.
- Clear and balance cash register at the end of every shift.
- Other duties as required.

Minimum Training, Education and Experience

High school diploma or GED. Knowledge of Microsoft Word and Excel.

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In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.