

**Town of Century  
Floater Front Desk  
Job Description**

**GENERAL STATEMENT OF JOB**

This position reports to the Town Manager/Clerk and will be a 40 hour per week position. Knowledge of basic office principles is required.

**SPECIFIC DUTIES & RESPONSIBILITIES**

- Cashiering
- Telephone and Face to Face Etiquette
- Filing
- Postings
  - Public Notices
  - Town Website
- Clean Office Daily
- Process Rental Agreements for Town Facilities
  - Agreements with Customers
  - Deposits, Security, Refunds
  - Pre- and Post-Event Verifications
- Run Errands
  - Daily Deposits and Bank Receipts
  - Check U.S. Mail
  - Drop U.S. Mail at USPS
- Process
  - New Customer Applications
  - Customer Close Outs
  - Work Order (Input and Close Out)
- Troubleshoot
- Other Duties and Responsibilities as Assigned