



BOARD OF SUPERVISORS  
ADAMS COUNTY

314 State Street  
NATCHEZ, MS 39121-1008  
Phone: 601-445-7951 Fax: 601-304-8088

**Job Title:** Cashier  
**Employment Status:** Full-Time  
**Department:** Sanitation  
**Job Close:** October 4, 2025

## Cashier

### General Functions

Collects payments and issues receipts for fees and charges based on established rate schedule. Work requires extensive public contact.

This is responsible clerical work requires accuracy and attention to detail. An employee in a position allocated to this classification operates an automated cash register to receive and record payments made by the public.

Work is performed under the supervision of an Office Supervisor or other assigned supervisor within the work unit and is reviewed through observation, audit of records and work performance.

### Minimum Qualifications

Graduation from high school or equivalent and three years progressively responsible experience involving extensive public contact in handling cash, issuing receipts and maintaining related records.

Individual must be 21 years of age, pass a background check with no criminal history, pass a drug test, and have a High School diploma with some expertise in administrative assistant work. Dependable transportation.

### Representative Duties /Assignments

- Receives payments of cash or checks and issues receipts.
- Operates automated cash register and makes change as necessary.
- Enters and totals fees due or assessed based on established rate schedule.
- Observes Office Supervisor as payments received are counted and compared to cash register tape.
- May operate electronic adding machine or calculator.
- Files and maintains records of daily receipts and reports.
- Performs related work as required.

Please submit Job Application, Cover Letter and Application:

314 State Street  
Natchez, MS 39120  
601-442-2431