

# Receptionist/Cashier

The Potter, Randall and Armstrong County Community  
Supervision and Corrections Department is  
accepting applications for  
the positions of Receptionist/Cashier

Experience with excellent math and computer skills preferred

Benefits include retirement and Health insurance

Qualified applicants should submit completed  
Department application and resume  
Applications may be download through the Department website  
[www.pottercscd.org](http://www.pottercscd.org)  
and returned via email @ [bernalr@pottercscd.org](mailto:bernalr@pottercscd.org)

or by mail to

Attn. Richard Bernal  
Potter County CSCD  
900 S Polk Suite 900  
Amarillo, Tx 79101-3412

Applicants will be subject to  
background Investigation and  
pre-employment evaluations.

**Equal Opportunity Employer**

## Job Description:

The Cashier/Receptionist must possess a high school diploma or equivalent (GED). Must be proficient in or have the ability to efficiently utilize accounting software and other specialized software programs necessary for communication, reporting and record keeping requirements of the Department. They must be capable of operating various office machines including, copy machines, printers, calculators, telephones, and fax machines; must be bondable; and must possess good communication skills and the interpersonal skills to maintain a cooperative working relationship with other employees, departments/agencies and the general public.