

GREENLEE COUNTY

CLASS CODE: Non-Exempt

LANDFILL ATTENDANT

NATURE OF WORK

Under limited supervision performs entry level clerical and maintenance work of routine difficulty. Perform related duties as assigned.

TYPICAL DUTIES

May greet customers, measure and calculate the size of refuse loads; determine content of refuse; determine, explain, and collect disposal fees; maintain records; reconcile daily cash receipts and records; make bank deposits; perform general clean up and maintenance work such as litter and weed control; and perform other work as required or assigned.

QUALIFICATIONS

Education, Training and Experience: Any combination of education, training and experience equivalent to a high school diploma.

Desirable Knowledge, Abilities and Skills: Some knowledge of standard clerical practices; and handling money. We will train personnel on equipment- loader and compactor, but not required. Ability to perform duties with accuracy; to establish and maintain effective working relationships with co-workers and the public. Bilingual capability helpful.

SPECIAL QUALIFICATIONS

Valid Arizona driver's license.