

# SCALE CLERK

## DEFINITION

Under general supervision, to weigh solid waste materials; to keep and maintain records; to collect fees; and to do related work as required.

## EXAMPLES OF DUTIES

Operates scale weighing all material brought to the solid waste facility; collects and accounts for required fees; answers the telephone; enters and transmits data using a personal computer in accordance with specified operating procedures; maintains necessary records and files; directs trucks or other vehicles with special solid waste to proper disposal area; rejects loads that are unacceptable for proper disposal; performs housekeeping duties in and around the work station.

## EMPLOYMENT STANDARDS

Education and Experience: Must be able to read and write; be able to handle cash and maintain simple records related to cash transactions; ability to enter data accurately into a computer at an adequate rate; experience handling money and using a computer keyboard is preferred.

Knowledges and Abilities: Ability to keep accurate and legible figures and to compile them for reporting purposes; ability to handle cash and maintain simple records related to cash transactions; ability to enter data accurately into a computer at an adequate rate; ability to follow oral and written instruction; ability to make simple arithmetic computations with accuracy; ability to deal tactfully with the public on routine matters and to establish and maintain effective relationships with all persons dealt with in the course of the work; ability to perform manual cleaning.