

SECRETARY-CMLF (CASUAL)

Location: Lewes, DE

Hourly Rate: \$17.00

Opening Date: March 27, 2025 Closing Date: Until Filled

I. POSITION SUMMARY

This position is a multi-faceted, non-supervisory administrative position for the performance of a variety of administrative and clerical duties. The work is highly confidential and requires discretion in dealing with management and employees. This position will also work in the money room and provide excellent customer service to internal customers by handling and counting all revenues generated by the Cape May-Lewes Ferry, Lewes terminal. Revenue sources are the collection of fares, food and retail sales, and any other revenues generated at/by facility operations. Proficient cash handling, computer data entry and customer service skills required. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accurately and efficiently verify vault at the start and end of the day and throughout scheduled shift; responsible for the accuracy of vault fund counts and the correct content of the vault
- Provides change to points of sale, counts cashiers' deposits daily, records transactions, prepares daily master deposits for fare revenue, and food and retail revenue; prepares other deposits as required
- Issues approved cash banks to cashiers and supervisors, performs period cash bank audits
- Maintains money room and counting room and follows established safety/security standards
- Assists the Administrative Support Supervisor with accurate and timely daily reporting of traffic and revenue, and entering and maintaining purchasing card receipts and records
- Routinely answers telephones, greets visitors, schedules appointments, and sets-up meetings to include reservations and coordinating travel as needed
- Assists with preparation (including typing and proofing) of presentations, reports, letters, etc.
- Operates a variety of office equipment to include copier and personal computer (Microsoft Office, etc.)
- Provides superior customer service to everyone by responding in a courteous and efficient manner

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Possess excellent oral and written communication skills

- Attention to detail and ability to be well organized
- Ability to understand relevant Authority policies and procedures and safety techniques
- Cash handling experience
- Proficiency in MS Word, Excel and Outlook
- Ability to work individually and as part of a team
- Ability to exercise judgement within generally defined guidelines and instructions
- Proficient in establishing and maintaining effective working relationship with others, and effectively communicates with the public
- Ability to provide excellent customer service

IV. REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- Experience working in a money handling position required
- Associates degree in business-related field preferred

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license

VI. SPECIAL REQUIREMENTS

- Applicants will be subject to a background check and per-employment drug test
- Delaware River & Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.