

## **CASHIER**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class receives receipts, deposits cash and checks and maintains routine financial records. The work is performed under immediate supervision receiving money over the counter or by mail in payment of bills or fees and issues receipts. The work requires considerable ability in counting money and making change, but is performed according to established and defined procedures. Work is checked by the daily reconciliation of monies and by periodic audit of cash records. Employees are responsible for shortages in their work. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Makes change and issues receipts for money received;  
Receives cash, checks or money orders over counter or by mail in payment of bills or fees, and issues receipts;  
Records amounts received and balances records against receipts at end of work period;  
Prepares bank deposits;  
Gives information and explanation concerning service rendered;  
Keeps accurate records of money received/dispensed;  
Operates cash register, bookkeeping machine, calculator, computer, check writing machine and other office machines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the principles and practices of cashiering; working knowledge of business arithmetic and English; working knowledge of office procedure methods and equipment with particular reference to receiving and accounting for the receipt of cash; skill in the operation of cash registers and other common office machines; ability to receive cash and make change with accuracy and speed; ability to make rapid and accurate arithmetic computation; ability to understand and carry out oral and written directions; ability to deal effectively with the public; courtesy and tact.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma AND two (2) years of experience in handling large sums of money; OR
- (B) Four (4) years of experience in handling large sums of money; OR
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.