

CASHIER I

NATURE OF WORK IN THIS CLASS

This is routine, repetitive clerical work in receiving and accounting for money in the semi-autonomous and autonomous agencies.

Employees in this class perform routine clerical cashiering assignments independently after initial training and work under closer supervision on a variety of more complex developmental assignments within their department/agency.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Receives daily collection of monies over the counter and through the mail from the public, officials, or other employees in payment for telephone, power, utility or hospital services, or from the sale of school lunches, etc.

Balances cash, and checks against field receipts and prepare appropriate daily and monthly cash reports. Prepares required tabulations and deposits. Issues change funds.

Prepares Treasury Depositor's report.

Classifies receipts, validates documents, records serial numbers on documents and posts documents for summary; prepares breakdown of registers and sub-registers.

Inspects and examines currency to detect counterfeit, foreign or damage; inspects checks for proper amount, date, signature and endorsement.

Makes change, cashes checks and issues receipts for monies accepted.

Reads totals of cash registers and checks with amount of money in register and/or safe.

May interview payees following department interviewing procedures.

ILLUSTRATIVE EXAMPLES OF WORK (Con't)

May research on questionable accounts.

Keeps records of all transactions, receipts and disbursements.

Operates a typewriter, adding machine, calculating machine and other office machines.

May perform other clerical functions as required.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of office practices and procedures.

Ability to accurately count money and tabulate receipts.

Ability to maintain records.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Skill in operating an adding machine, a cash register and other related equipment.

MINIMUM EXPERIENCE AND TRAINING

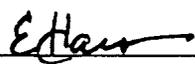
- A. Six months of progressively responsible cashiering experience or as bank teller and graduation from high school or GED equivalency; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980
AMENDED: SEPTEMBER 1996

PAY GRADE: D

HAY EVALUATION:

KNOW HOW:	BI1	76
PROBLEM SOLVING:	A2 (14%)	10
<u>ACCOUNTABILITY:</u>	<u>A1A</u>	<u>12</u>
TOTAL POINTS:		98



ELOY P. HARA
Executive Director
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