

## UTILITY CASHIER I

### **NATURE OF WORK IN THIS CLASS:**

This is routine, repetitive clerical work in receiving and accounting for money in a utility.

Employees in this class perform routine utility cashiering assignments independently after initial training and work under closer supervision on a variety of more complex developmental assignments within the Authority.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

Receives and records daily collection of monies over the counter and through the mail from the public, officials, or other employees or through other collection agents in payment for, power, water.

Balances cash, and checks against field receipts and prepare appropriate daily and monthly cash reports.

Assists head cashiers utilizing Customer Care & Billing (CC&B) system (the current customer information system) in performing payment research, reconciliations and transfers.

Prepares require tabulations and deposits; issues change funds.

Prepares utility cash balancing 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.

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

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

May interview payees following interviewing procedures.

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.

Possess basic knowledge in Microsoft Excel.

Possess excellent customer service skills.

Ability to accurately count money and tabulate receipts.

**Page 2 of 2 Utility Cashier I**

Ability to use the computerized customer information system to record receipts.

Ability to maintain records.

Ability to work effectively with the public and employees.

Ability to communicate effectively both verbally and in writing.

Ability to handle stressful situations.

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

**MINIMUM EXPERIENCE AND TRAINING:**

- A) One year 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: September 26, 2017

  
\_\_\_\_\_  
**JOSEPH T. DUENAS, Chairman**  
**Consolidated Commission on Utilities**