

UTILITY CASHIER II**NATURE OF WORK IN THIS CLASS:**

This is complex supervisory and utility cashiering work.

Employees in this class perform the full range of complex utility cashiering and supervisory work involved in receiving, accounting for and disbursing of cash collections from specific sources including independent work in specialized areas of the position.

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.)*

Supervises subordinate cashiers and participates in the daily receipts of monies in payment for, power, utility, or services.

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

Prepares appropriate daily and monthly reports of utility cash transactions.

Verifies cash received from the utilities to be used as change fund.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the various negotiable instruments used in everyday business transactions.

Knowledge of office practices and procedures.

Knowledge of the methods and procedures of receiving, depositing and accounting for cash transactions.

Possess basic knowledge in Microsoft Excel.

Possess excellent customer service skills.

Ability to use the computerized customer information system to record receipts and conduct research.

Ability to supervise the work of others.

Ability to make arithmetic computations rapidly and accurately.

Ability to handle cash accurately.

Ability to operate cash register, adding and calculating machines.

Ability to work effectively with the public and employees.

Ability to communicate effectively both verbally and in writing.

Ability to keep revenue records and prepare reports from these records.

Ability to handle stressful situations.

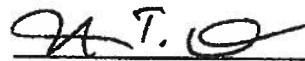
Page 2 of 2 Utility Cashier II

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

MINIMUM EXPERIENCE AND TRAINING:

- A) One year of experience as a cashier or bank teller including one year of supervisor work in receiving, accounting for and disbursing of cash collections 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