

CASHIER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this position collects fees and charges from the public and issues tickets, licenses or receipts incidental thereto. This position may involve responsibility for maintaining simple records and/or performing routine clerical work related to cash and financial transactions. This level differs from the Senior level in that the Senior level involves supervision over the work of others and/or the performance of duties involving the maintenance of cash receipt records, deposit of funds and preparing of weekly and monthly reports. Supervision is not a normal responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Collects fees and checks, issues permits, and registers users of County facilities;

Makes tabulations and fee entries on a cash register, and makes change;

Checks fee computations;

Balances the accounts listed by the cash register with the money in the drawer;

Enters and reconciles data on automated record system;

Proves bank statements;

Performs routine related clerical tasks to insure the effective operation of the area assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, terminology and equipment related to the deposit of monies and the maintenance of cash records and reports; good knowledge of arithmetic and simple record keeping; ability to make change rapidly and accurately; ability to deal with the public; ability to communicate effectively and to carry out oral and written directions; ability to perform routine, repetitious work with a high degree of accuracy; ability to prepare cash reports; pleasing personality; tact; courtesy; reliability; honesty; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or general equivalency diploma and either (a) one year of business or clerical experience involving the handling of money; or (b) completion of one year of college or business school.

West. Co. Job Class Code: C2351

J. C.: Competitive Job Group: IV

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