

CASHIER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class perform routine clerical work related to cash and financial transactions and maintain simple records thereof. Incumbents are required to collect fees from the public, issue receipts, process payments and maintain financial records. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Collects fees for fines, licenses or permits issued, bail or documents filed and issues receipts;

Processes payments in various forms i.e. cash, credit, money orders, electronic payments and transfers;

Prepares record of daily cash reports for review by supervisor;

Maintains files and records related to cash receipts and financial transactions either manually or through use of computer software;

Maintains files for pending license or permit applications;

Answers routine questions of the public in person, by telephone or via email correspondence related to payment of fines, licenses or permits issued, bail, etc;

May prepare bank deposits;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, terminology and equipment as related to cashiering and the maintenance of financial records; good knowledge of the handling, recording and depositing of monies; good knowledge of arithmetic and simple record keeping; skill in making arithmetical computations; ability to carry on routine, repetitious work with a high degree of accuracy; ability to make change rapidly and accurately; ability to understand and carry out oral and written instructions; ability to deal effectively with the public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; thoroughness; good judgment; discretion, initiative; integrity; accuracy; courtesy; tact; reliability; honesty; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience which involved collecting fees and issuing receipts.

Towns, Villages
Special Districts
Cities of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0720