

CASHIER

GENERAL STATEMENT OF DUTIES: Performs routine clerical work related to cash and financial transactions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher level employee, an incumbent of this class 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 specialized clerical work related to cash and financial transactions. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Collects fees for licenses/permits issued or documents filed;

Makes fee **entries** on a register and makes change;

Handles routine issuance of licenses, tickets, receipts, etc.;

Assigns time for license tests;

Maintains files for pending applications;

Maintains related records as directed;

Prepares simple statistical reports;

Performs other clerical duties as the need arises.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, terminology and equipment as related to cashiering and reports; good knowledge of the handling, recording and depositing of monies; good knowledge of arithmetic and simple record keeping; ability to make change rapidly and accurately; ability to deal with the public; tact; courtesy and good judgment; ability to carry on routine, repetitious work with a high degree of accuracy; ability to carry out oral and written instructions; reliability; honesty; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and one year of clerical or business experience concerned primarily with collecting fees and maintaining records thereof; or (b) five years of clerical or business experience one of which must have been primarily concerned with collecting fees and maintaining records thereof; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Towns, Villages
Special Districts
Cities of Rye & Peekskill
J. C.: Competitive
1c

Job Class Code: 0720