

CASHIER

DISTINGUISHING FEATURES OF THE CLASS: This is exacting clerical work of a routine nature involving responsibility for the collection of and accounting for money. The work is performed under general supervision within established procedures and carried out under close public scrutiny. The work involves the operation of a computerized cash register. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives, records, processes and deposits monies paid for one or several purchases, services, licenses, permits, taxes, traffic summonses, etc.;

Operates a cash register, takes cash or checks, makes change;

Wraps coins;

Clears register and proves cash drawer;

Answers routine questions;

May make deposit slips and deposit monies;

May perform general office clerical duties or basic attendant or service duties associated with the cashiering function;

May review applications, permits and related documents for compliance with completion procedures;

May process and file traffic summonses;

May verify tax and may compute penalties;

May change register tapes and make minor adjustments and repairs to cash register.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of business arithmetic and English; working knowledge of legal tender and checks sufficient to be able to handle accurately sums of money and to detect counterfeit bills or coins and improperly prepared or bad checks; ability to attain successful relations and communications with others.

MINIMUM QUALIFICATION: Graduation from high school or possession of an equivalency diploma.

NOTE: Academic or vocational training or clerical experience may be substituted for high school on a year-to-year basis.