

CASHIER II

NATURE OF WORK IN THIS CLASS

This is complex supervisory and cashiering work.

Employees in this class perform the full range of complex 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 (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises subordinate cashiers and participates in the daily receipts of monies in payment for telephone, power, utility, or hospital services, or from the sale of school lunches, etc.

Verifies forms against remittances.

Prepares appropriate daily and monthly reports of cash transactions.

Verifies cash received from Treasurer's Office 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.

Ability to supervise the work of others.

Ability to make arithmetic computations rapidly and accurately.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

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.

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

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 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: JULY 1980
 AMENDED: SEPTEMBER 1996

PAY GRADE: E

HAY EVALUATION:

KNOW HOW:	BI1	87
PROBLEM SOLVING:	B2 (16%)	14
<u>ACCOUNTABILITY:</u>	<u>B1A</u>	<u>16</u>
TOTAL POINTS:		117



 ELOY P. HARA
 Executive Director
 Civil Service Commission