

JOB TITLE: Cashier

JOB NO: CL010116

JOB FAMILY: Clerical

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To perform a wide variety of clerical duties in the collection, verification and balancing of cash receipts; to provide effective and efficient accounting and revenue receipt support as assigned.

SUPERVISION

General supervision is provided by the Senior Cashier.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Collect and process payments received; assist in sorting and balancing receipts and payments; encode payments with proper accounting category; verify account information as requested.
3. Prepare and record information for the computer system including closing receipts and balances, account payments, cash receipts and balances and inventories of refuse supplies.
4. Prepare and balance cash register receipts; prepare cash for following business day.
5. Provide clerical support to assist designated division staff in the completion of their duties and responsibilities.
6. Answer questions and provide information to the public; refer citizen and client complaints and questions to appropriate department or division staff member for resolution.

OTHER DUTIES AND RESPONSIBILITIES

1. Collect, sort and process incoming and outgoing mail; verify special courier deliveries and collections.
2. May assist with the coordination and processing of delinquent accounts and payments.
3. May serve as a notary public as necessary; notarize a variety of documents related to City business.
4. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Six months of experience in cash management, bookkeeping or similar work. Ability to type 35 words per minute.

LICENSES AND CERTIFICATES

None required.

COMPETENCIES

An employee's performance will be evaluated based on five competencies:

1) Job Knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Proper public contact.

Modern office procedures, methods and computer equipment.

Basic principles and procedures of record keeping.

General bookkeeping practices.

Skill in:

Operating various types of office equipment including computers.

Ability to:

Make correct change.

Type at a speed necessary for successful job performance.

Tactfully respond to requests and inquiries from the general public.

Learn City and department policies and procedures.

Simultaneously perform a variety of clerical functions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Flexibly adapt to a variety of work situations and interruptions.

Work independently in the absence of supervision.

Pass a medical physical examination.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *sitting for extended periods of time*
- *lifting objects up to 34 lbs.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: May 2003