

# CASHIER

**Department: Varies**  
**Classification: Competitive**  
**Specification Number: 0140**  
**Approved: 10/19/21**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a standard senior high school or possession of a high school equivalency diploma.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under immediate supervision, an employee in this class receives monies over the counter or by mail payment of bills or fees, issues receipts, deposits cash and checks and maintains routine financial records. Work requires considerable facility in counting money and making change, but is performed according to established and defined procedures. Work is checked by the daily reconciliation of monies and by periodic audit of cash records. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Receives cash, checks or money orders in payment of bills or fees and issues receipts;  
Inspects checks for current endorsement, date, payee, amount and signature  
Records amount received, and balances records against receipts;  
Responsible for shortages;  
Prepares bank deposit;  
May operate a cash register;  
Operates numbering machines to stamp registrations;  
Issues registration plates and tabs, licenses or other authorizations in return for fees;  
Gives information and explanations concerning services rendered;  
May operate basic office equipment.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Some knowledge of principles and practices of cashiering; some knowledge of business arithmetic; some knowledge of office procedures, methods and equipment with particular reference to receiving and accounting for the receipt of cash; skill in the operation of validating machines, cash registers and other office machines; ability to receive cash, and make change with accuracy and speed; ability to make rapid and accurate arithmetic computations; physical condition commensurate with the demands of the position.