

**CLASS TITLE: CASHIER**

**PURPOSE OF THE CLASSIFICATION:** Under immediate supervision receives and records payments, assists with fiscal clerical duties, and other related assigned duties.

**ESSENTIAL TASKS:**

- Collects money and checks delivered by mail or directly from the public
- Posts and verifies receipts, checks and cash
- Refers utility customers to customer service personnel in cases of incorrect statements
- Reconciles daily receipts
- Prepares daily receipts batches for data processing
- Sells admission tickets at public buildings
- Totals bills, vouchers and cash

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and two (2) years of general office experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Some knowledge of elementary bookkeeping. Ability to learn to operate cash registers, validating equipment, adding machines, calculators, cathode ray tubes, and money changers; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and pushing up to 25 pounds; frequent carrying up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors.

**Class Code: 6520**

**EEO Code: N-06**

**Pay Code: OT-14**

**Group: Fiscal**

**Series: Account Clerical**

**Effective Date: October 1, 1995**