

Title: Cashier I
PG: 19
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Finance

Class Code: 6011
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is entry level administrative support position that involves handling of cash and general clerical duties. Work involves receiving and processing large amounts of monies, without a loss, from utility sales, claims, licenses, permits and other accounts receivables due the City. Work is performed under the direct supervision of the Office Manager and is reviewed by the City Treasurer. Some latitude in work methods is permitted, but within well defined guide lines.

ESSENTIAL FUNCTIONS:

1. Collects and processes monies (cash and negotiable instruments) from customers and other sources.
2. Balances cash drawer daily and posts result to a daily settlement form.
3. Counts and bands monies received for daily deposit with banking institution.
4. Answers customer inquiries and directs them to the appropriate person or department.
5. Files a record report and performs other related clerical work as assigned.
6. Assists in opening and sorting daily utility mail, mailing correspondence with improper payments to the customer.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of modern office procedures and methods.
2. Ability to keep simple cash accounts and financial records.
3. Skill in the operation of personal computers, standard office machines and equipment.
4. Ability to receive cash and make rapid and accurate calculations.
5. Ability to communicate effectively both verbally and in writing, and to request clarification when needed.
6. Ability to establish and maintain effective working relationships with supervisors, co-workers, employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires mostly sedentary work that will involve walking or standing some of the time, lifting up to 20 pounds on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Six (6) months of experience in the handling of large sums of money.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

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SPECIAL REQUIREMENTS:

1. May be required to possess a valid state of Florida driver's license.
2. May be required to maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.