

Title: Cashier II
PG: 22
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Finance

Class Code: 6012
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Work involves moderately difficult tasks that involve the processing of large amounts of cash handling of cash, and other 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 direct supervision of the Office Manager and is reviewed by the City Treasurer. Some latitude in work methods is permitted, but within well-defined guidelines and controlling precedents.

ESSENTIAL FUNCTIONS:

1. Collects and processes monies (cash and negotiable instruments) from utility 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 records and reports 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.
7. Operates computer, calculator, copier, facsimile and/or other office equipment.
8. Performs reconciliation and customer contact functions for parking citation system.
9. Trains Cashier I.

ADDITIONAL RESPONSIBILITIES:

1. May assist other employees through training and advice as needed.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of the principles and practices of cashiering, as well as office procedures and methods.
2. Knowledge of filing systems and the ability to establish appropriate and efficient filing systems.
3. Skill in the operation of personal computers, other office machines and dictation equipment.
4. Ability to receive cash and make change with accuracy and speed.
5. Ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees and the general public.
6. Ability to communicate effectively both verbally and in writing, and to request clarification when needed.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. Reaching, bending, and stooping may be required when filing or operating office equipment. The job risks exposure to no significant environmental hazards. The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Two (2) years of directly related experience to the area of responsibility assigned.

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3. An equivalent combination of education and experience considered to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. May be required to possess and maintain 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.