

Title: Cashier III
PG: 24
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Finance

Class Code: 6013
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible work involving the processing of large amounts of cash, and other related office support duties. This is a responsible position that involves considerable independent judgment and may include supervisory responsibilities. Work involves the receiving and processing of 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.

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 deposit to City Treasurer.
4. Assists in opening and sorting daily mail, prepares and mails correspondence to customers and other City employees.
5. Answers customer inquiries and directs them to the appropriate person or department.
6. File records, reports and performs other related clerical work as assigned.
7. Operates computer, calculator, copier, facsimile and/or other office equipment.
8. Assists with daily bank deposit.
9. Performs reconciliation and customer contact functions for parking citation system.
10. Trains Cashier I.

ADDITIONAL RESPONSIBILITIES:

1. Mentors other employees, providing training and assistance as needed.
2. Coordinates some office functions with other City departments.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Through knowledge of the principles and practices of cashiering as well as office procedures and methods.
2. Through knowledge of departmental rules, regulations and procedures.
3. Skill in the operation of personal computers, other office machines and equipment.
4. Skill in communicating effectively both verbally and in writing.
5. Skill in receiving cash and making change with accuracy and speed.
6. Ability to establish and maintain effective working relationships with supervisor, co-workers, other City employees and the general public.
7. Ability to understand and carry out oral and written instructions, as well as give instructions to others as required.
8. Ability to manage several tasks simultaneously.

WORKING ENVIRONMENT/CONDITIONS:

Generally requires sedentary work that involves walking or standing some of the time exerting up to 10 pounds of force on a recurring basis. Routine keyboard operations required. 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.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from High School or its equivalent.
2. Four (4) years of experience in the handling of large sums of money.
3. Two (2) years of directly related clerical experience.
4. An equivalent combination of education and experience 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.