

SENIOR CASHIER

Department: Varies
Classification: Competitive
Specification Number: 0150
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, and two (2) years of experience as a cashier.

PROMOTIONAL

One (1) year of permanent competitive status as a Cashier.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for maintaining accurate controls over monies received by a department, and deposits made to local banks. Supervision is exercised over cashiers and possibly other clerical employees. Work is supervised by an administrative supervisor through conferences, written reports and periodic inspection of records kept. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises and assists subordinate cashiers in the collection of monies and in the making of deposits;
Checks all deposits of daily receipts and maintains a record of the department's total daily collections;
Prepares daily and weekly income reports for the department and assists in the preparation of all monthly audit reports;
Confers with local bank personnel in relation to any discrepancies which may arise;
May assist in the preparation of tax rolls for the Tax Receiver's office by maintaining a current file of property owners.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the principles and practices of cashiering; good knowledge of business arithmetic; good knowledge of office practices and procedures and the equipment related to the receipt of cash; skill in the operation of cash registers, calculating machines and other related office machines; ability to plan, assign and supervise the work of subordinate personnel in a manner conducive to full performance and high morale; ability to establish and maintain good public relations and an effective line of communication with the general public; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.