

Competitive

ASSISTANT CASHIER
(Adopted: July 18, 1991)

DISTINGUISHING FEATURES OF THE CLASS: This work involves receiving and accounting for money with considerable accuracy and speed. Money is received over the counter and through the mail. Records are kept, accounting for all funds. Cashiers and Assistant Cashiers are responsible for shortages in their own work. In addition to the collection of money, employees in this class may be required to perform other clerical duties. The work is performed under direct supervision. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Collects tax, meter bill and other payments over the counter and issues receipts for same;
Files tax bills and makes tax searches;
Computes interest on tax sale redemptions;
Receives and receipts collections by mail;
Maintains daily collections in control accounts;
Balances cash and check totals with machine totals daily;
Reports changes of address on application cards;
Types lists of bank checks and prepares typed lists of bank deposits;
Operates office machines such as check signer, calculator, typewriter, copier and computer;
Prepares collection notices for mailing;
Prepares a variety of typed forms and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to accurately handle large sums of money; ability to type at an acceptable rate; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly; ability to deal courteously with the public; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in handling and accounting for large sums of money including contact with the public.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a Surety Bond.