

CASHIER I

NATURE OF WORK

Work of this class involves the responsibility for the receiving, custody, and recording of cash receipts and fee payments collected by a state agency or institution. Employees accept and verify payments made for taxes and fees in a revenue-producing agency or for tuition, room, board, and other fees in an educational institution. Duties include accounting for cash and cash items and cashing checks. Work involves contact with students or the general public and is performed under the general supervision of a higher-level cashier, accountant, or business officer. Records are subject to further review by the State Auditor's office.

ILLUSTRATIVE EXAMPLES OF WORK

Accepts cash or checks in payment for license plates; reviews applications for license plates for corrections of fees charged; corrects errors or returns incorrect applications to Title Clerk. Accepts cash or checks from the public in payment of taxes; verifies amounts received; and balances cash against receipts issued or listings made by other departmental personnel. Accepts cash or checks from students for room and board, tuition, and registration fees; issues receipts and records to proper amount. Receives checks returned by bank for various reasons and draws checks on special funds to reimburse banks. Counts money and compares amounts with cash receipts; prepares money for deposit in banks; makes change and cashes checks for students and faculty. Examines currency to detect counterfeit, foreign, or damaged money. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the methods used in receiving, accounting, and disbursing cash and cash items. General knowledge of banking functions and the acceptability of cash and cash items. Ability to detect errors or defects in cash or cash listings. Ability to maintain, verify, and coordinate cash accounting records from a variety of sources. Ability to establish and maintain effective working relationships with departmental personnel and the public.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school and three years experience in receiving, disbursing, and accounting for cash and cash items; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.