

COMMERCIAL CASHIER II

This is clerical work involving the receipt, custody and recording of cash payments. Employees receive and maintain records of cash receipts for payment of light, water, and telephone accounts or for the purchase of State motor vehicle license plates; or they serve as a working supervisor of a group of subordinate cashiers receiving cash payments for food items in an institutional dining hall or snack bar. Work is guided by pre-determined prices and instructions from a supervisor, is performed under general supervision, and is checked through a daily reconciliation of monies and receipts.

ILLUSTRATIVE EXAMPLES OF WORK

Issues motor vehicle license plates in numerical order, accepts cash or checks; reviews applications for plates for correctness of fees.

Receives cash and checks on payment of lights, water, and telephone accounts, receipts bills in validating machine, and returns receipts to customer; confers with billing department concerning irregularities in customer's bills, resolves complaint or refers customer to service representative.

Trains new cashiers, prepares work schedules, directs and coordinates work activities of part-time or less experienced cashiers.

Supervises subordinate cashiers and food servers in setting up counters, making sandwiches, mixing sodas and serving various food items and also operating cash registers.

Calculates total cost of items on food trays, accepts payment and returns change; sells meal tickets and maintains records in the charging of meals to athletes and employees; prepares written reports on number of meals served and type and amount of receipts for each meal.

Prepares daily receipts for deposit in bank.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Working knowledge of the operation of an electric cash register.

Some knowledge of the principles and practices of cashiering and general business arithmetic.

Some knowledge of office and billing procedures, methods, and equipment with particular reference to receiving and accounting for monies.

Ability to make rapid and accurate arithmetic computations.

Ability to plan, organize, and supervise the activities of subordinate cashiers and employees.

Ability to review reports of subordinate cashiers and verify same for accuracy.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school; or completion of the eighth grade and two years of experience as a cashier; or an equivalent combination of training and experience.

Degrees must be received from appropriately accredited institutions.

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, but may not be applicable to all positions.