

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 138

CASHIER

GENERAL

Responsible clerical work which involves receiving and accounting for cash, and negotiable instruments accepted from the general public. Work is performed under direct supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Issues golf tickets and accepts payments from members.

Accepts cash, checks and other negotiable instruments. Issues receipts. Processes monies collected and audits money received from other departments. Validates cash receipts and input. Maintains various records. Processes and issues occupational licenses. Issues other licenses and applications.

Assists in searching tax information.

Assists in preparing bank deposits. Keeps regular account of bank balances on a daily basis. Records and collects returned checks

Opens and closes vault and safe daily. Inspects all currency offered in payment. Maintains and reimburses petty cash funds. Makes change for employees and general public.

Performs routine clerical work.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles of cashiering. Knowledge of the regulations with respect to collection of funds.

Knowledge of business arithmetic. Knowledge of office procedures, methods and equipment.

Ability to make rapid and accurate arithmetical computations. Ability to promote and maintain effective departmental and public regulations. Ability to operate a CRT, cash register, proof encoder and other office machines.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Some experience as a cashier or related work.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SPECIAL REQUIREMENTS

None.

Rev. 7/95

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.