

Job Title: Cashier

Department: Treasurer's Office
Immediate Supervisor: Treasurer

BRIEF DESCRIPTION OF THE JOB: Receives and processes various type of payments and fees from several departments. Processes certificates and licenses, performs data entry and balances cash drawers. Performs other clerical duties as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of Time

Physical
Strength
Code

1) Receives and processes payments and fees by collecting monies, verifying accuracy of payments, issuing receipts, entering data into computer balancing cash drawers and making deposits.	60%	S
2) Processes and issues certificates and licenses by obtaining identification and information, verifying accuracy of information, printing copies of the certificate or license, collecting fees, issuing receipts and sending copies to appropriate departments.	30%	S
3) Performs other duties by assisting co-workers as needed and performing special assignments as needed.	10%	S
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	O	Making copies, filing
Sitting	C	Desk work, assisting at window
Walking	O	To other offices and office equipment
Lifting	R	Materials, files
Carrying	R	Documents, files
Pulling	R	File drawers
Pushing	R	File drawers
Using Fine Dexterity	C	Computer keyboard, calculator
Reaching	F	For supplies, receipts
Kneeling	R	Opening safe
Crawling	N	
Twisting	F	From computer to printer
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with customers
Talking	C	Communicating with customers
Using Foot Controls	N	

Machines, Tools, Equipment and Work Aids:

Computer and related software, copier, fax machine, telephone, calculator, printer, check signing machine, typewriter

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

PRIMARY WORK LOCATION			
Office Environment	X	Warehouse	Shop
Vehicle		Outdoors	Other:

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	R	Emergency Situations	N
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O	Working Closely with Others As Part of a Team	O
Tedious or Exacting Work	F	Noisy/Distracting Environment	O

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over one year up to and including two years experience is required.

Certifications and Other Requirements:

Valid Texas Class C Driver's License

Supervisory:

N/A

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.