

CASHIER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
0694	Cashier I	04	352	6 mo.	12/17/84
0695	Cashier II	04	352	6 mo.	12/17/84
0696	Cashier III	04	352	6 mo.	12/17/84
0697	Cashier IV	04	352	6 mo.	12/17/84

Promotional Line: 93

Series Narrative

Cashiers are responsible for receiving, disbursing, and maintaining custody of cash or monetary substitutes for any of a variety of reasons (payment of fees, cashing of checks, sale of tickets or merchandise, etc.). They usually operate various types of equipment (such as calculators, terminals, cash registers, or also maintain records of the transactions of accounts. Higher-level cashiers have varying degrees of responsibility for cashing operations.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Cashier I

0694

Employees in positions allocated to this level are cashiers who perform routine cashing duties requiring a limited knowledge of cashing functions and/or involving limited amounts of cash or monetary substitutes. they work under direct supervision from higher-level cashiers or other designated supervisors.

A Cashier I typically –

1. receives payment for fees, bills, and assessments issued by the institution; verifies amount due as shown on statement against payment offered, gives change if necessary, issues receipt, and deposits payments received, within a framework of explicit procedures and instructions and subject to minimal personal discretion
2. cashes checks in accordance with established procedural requirements; disburses temporary or permanent advances
3. may perform ticket-selling duties (such as selling tickets over the counter, processing mail-order tickets, or maintaining mailing lists)
4. balance daily transactions
5. assists with data for preparing reports
6. performs other related duties as assigned

Level II: Cashier II**0695**

Employees in positions allocated to this level are experienced cashiers who perform standard cashiering duties requiring a knowledge of a range of customary cashiering operations and/or involving moderate amounts of cash or monetary substitutes. They work under general supervision from higher-level cashiers or other designated supervisors.

A Cashier II typically –

1. receives payment for fees, bills, and assessments issued by the institution; assists or advises other cashiers in handling unfamiliar transactions in accordance with established guidelines and subject to limited personal discretion
2. receives, verifies, and processes cash sales from departments, student organization deposits, or correspondence-course payments
3. reviews, verifies, and processes vouchers, accepting or disbursing funds in accordance with procedural guidelines; reconciles monies
4. processes registration transactions (such as extramural, intercessions, retroactive, and registration by mail)
5. accepts and disgraces coin orders; cashes checks and/or traveler's checks for students, faculty, and staff
6. assists with proof/encoder operations by sorting, encoding, microfilming, endorsing, and depositing encoded checks
7. serves as public-relations contact, provides information, and assists with solving problems (such as ticket exchanges, refunds, or lost or stolen tickets); verifies account numbers
8. maintains endorsers and microfilming machine
9. maintains the files on cash receipt vouchers and subvouchers
10. mails exposed microfilm and processing
11. balances daily transactions
12. maintains records of transactions and files
13. prepares data for reports as requested
14. maintains mailing lists
15. may serve as lead worker in a cashier work group
16. performs other related duties as assigned

Level III: Cashier III**0696**

Employees in positions at this level are cashiers who perform responsible functions in a cashiering operation (such as those that involve the use of independent judgment within existing guidelines, responsibility for designated operational areas, coordination/review of various activities, and/or large amounts of cash or monetary substitutes). They work under direction from higher-level cashiers or other designated supervisors.

A Cashier III typically –

1. reviews and verifies the daily balancing of cashiering transactions, identifying and correcting errors and accounting for disposition of cash and non-cash items received in cashiering operations
2. receives payment for fees, bills, and assessments issued by the institution
3. trains and supervises the daily activities of a small group of employees or assists in the supervision of a larger group of employees
4. is responsible for the automated processing of checks (such as operating high-speed encoding equipment, validating tapes produced by the equipment, and processing checks that require special handling)
5. prepares deposit slips, endorses, microfilms, and deposits monies in accordance with procedural guidelines
6. prepares documents (such as money-received sheets) for posting daily activities of cashiers; verifies daily totals
7. assists staff, students, and departments in resolving discrepancies with fees, bills, and assessments
8. is responsible for inspection and maintenance of electronic processing equipment
9. assists with coordinating miscellaneous cash orders for campus units (such as student unions, bookstores, and snack bars)
10. is responsible for maintaining tapes and film
11. compiles and maintains records of data transactions
12. performs other related duties as assigned

Level IV: Cashier IV**0697**

Employees in positions at this level supervise the staff of a cashiering operation, coordinate the policies and procedures used in its operations, and have responsibility for its receipts. They work under administrative supervision from higher-level personnel.

A Cashier IV typically –

1. interviews, hires, trains, supervisors, evaluates, disciplines, and recommends termination of nonacademic and extra-help staff; coordinates vacations, days off, sick leave, and overtime
2. assists staff, students, and departments in resolving discrepancies with fees, bills, and assessments that may require evaluation and approval of deviations from established procedures
3. supervises and coordinates the ordering of currency and coins needed for the operation of the cashiering office and maintains reserve balance in the vault
4. coordinates the reimbursement of various types of payments which may include: state and local vouchers, state and local cash payroll payments, emergency refunds, or transfers of credit
5. coordinates miscellaneous cash orders for campus units (such as student unions, bookstores, and snack bars)
6. supervises and maintains the deposits and withdrawals of the imprest fund account
7. supervises the ordering of and maintains the files of traveler's checks
8. revises operating program procedures; implements necessary revisions due to change of university/college policy
9. gathers and compiles data regarding various types of payments, vouchers, and accounts for reports as needed
10. participates in and/or conducts staff meetings
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO ALL LEVELS:

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. arithmetic skills
2. accuracy
3. ability to handle cash
4. ability to operate equipment used in cashiering (such as calculator, terminal, cash register, or adding machine)
5. ability to communicate effectively

6. ability to read, write, and comprehend communications
7. ability to work with the public
8. ability to work under pressure
9. ability to follow written or oral instructions
10. eligibility for bonding

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Cashier I

0694

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level II: Cashier II

0695

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. 6 months of experience comparable to the next lower level of this series
2. Any one or any combination, of the following types of additional preparation:
 - (a) work experience comparable to the next lower level of this series
 - (b) credit for college course work in fields related to cashier work (such as accounting, finance, data processing, or management)
 - (c) credit for high school training in accounting

that totals 1.0 unit according to the following conversion rates:

6 months of "a" = 1.0 unit

6 semester hours of "b" = 1.0 unit

2 semesters of "c" = 1.0 unit.

Amounts of experience or training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in handling cash
2. skill in the operation of equipment used in cashiering (such as calculator, terminal, cash register, or adding machine)
3. skill in dealing with the public
4. ability to prepare and maintain records of transactions
5. ability to apply general procedures to unusual situations

Level III: Cashier III

0696

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. 12 months of experience comparable to the next lower level of this series
2. Any one or any combination of the following types of additional preparation:
 - (a) work experience comparable to the next lower level of this series
 - (b) credit for college course work in fields related to cashier work (such as accounting, finance, data processing, or management)
 - (c) credit for high school training in accounting

that totals 1.0 unit according to the following conversion rates:

Amounts of experience 12 months of "a" = 1.0 unit

12 semester hours of "b" = 1.0 unit

2 semesters of "c" = 0.5 unit maximum¹

Amounts of experience or training less than those listed above should be converted to decimal equivalent of 1.0 unit and added together when computing combinations of the different types of preparation.

¹That is up to one half of the total preparation needed to satisfy requirement 2 above may be supplied by such high school training. The balance must be supplied by means of one or more of the other types of preparation identified above.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. proficiency in handling cash
2. proficiency in the operation of equipment used in cashiering
3. skill in dealing with the public
4. ability to organize operations
5. ability to train and supervise others
6. ability to prepare and maintain records or reports of transactions
7. ability to apply general procedures to unusual situations

Level IV: Cashier IV**0697**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of supervisory experience
2. Any one or any combination of the following types of preparation:
 - (a) work experience comparable to the next lower level of this series
 - (b) credit for college course work in fields related to cashier work (such as accounting, finance, data processing or management)
 - (c) credit for high school training in accounting

that totals 1.0 unit according to the following conversion rates:

2 years of "a" = 1.0 unit

24 semester hours of "b" = 1.0 unit

2 semesters of "c" = 0.25 unit maximum²

Amounts of experience or training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

²That is, up to one quarter of the total preparation needed to satisfy requirement 2 above may be supplied by such high school training. /the balance must be supplied by means of one or more of the other types of preparation identified above.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. knowledge of general accounting practices
- 2. arithmetic proficiency
- 3. proficiency in the operation of equipment used in cashiering
- 4. skill in dealing with others
- 5. supervisory skills
- 6. skill in applying general procedures to new or unusual situations
- 7. managerial abilities

Cashier I.....	Edited
Cashier II	Edited
Cashier III.....	Edited
Cashier IV	Edited