NEW 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Cashier 2	CODE: 16112C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION:
Under general supervision from cashier supervisor or administrative superior, supervises 1-5 cashiers in financial transactions of branch office &/or assists cashier supervisor in central office;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	16-36	Supervises branch office or serves as assistant to cashier supervisor; opens office & vault, counts money &/or food stamps for each cashier; maintains adequate supply of change &/or food stamps.	Knowledge of (1) supervision, (2) office practices & procedures, (3) inventory control; skill in (4) adding machine operation; ability to (5) add, subtract, multiply & divide whole numbers.
2	35-55	Receives money from sales, payment of fees & other financial transactions; makes change; checks for valid authorizations to purchase (e.g., food stamps, liquor permits, meal cards, registrations).	Knowledge of 1, 2, (6) public relations; skill in 4, (7) cash register operation; ability to 5, (8) complete routine forms, (9) sort items into categories according to established methods.
3	19-39	Totals & certifies each cashier's daily sales against receipts; prepares deposit for bank; compiles daily & monthly reports on total money received, money deposited &/or food stamps issued & number remaining in inventory.	Knowledge of 2, 3; skill in 4; ability to 5, 8, 9.

(167)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May be required to work evenings.	Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences plus: 1 course in supervision (or 1 mo. exp.); 100 hrs. training in operating cash register (or 1 mo. exp.); or equivalent.	