NEW AUG 0 2 1987

| OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity* | CLASS TITLE: Cashier Supervisor | CODE: 16114C |
|---|---|---|
| | MAJOR AGENCIES: County Offices, Universities | JURISDICTION: City., Univ. |

FUNCTION: Under general supervision from administrative superior, supervises cashiers in financial transactions & record keeping of branch offices & central office or central office location;

- PERFORMS RELATED DUTIES AS REQUIRED

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 34-54 | For branch offices & central office or central office location, has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., cashiers in accounting for financial transactions & record keeping); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment & enforces rules & regulations. | Knowledge of (1) supervision*; skill in (2) operation of cash register; ability to (3) calculate fractions, decimals & percentages, (4) gather, collate & classify information about data, people or things, (5) establish friendly atmosphere as supervisor of work unit. |
| 2 | 22-42 | Totals & certifies each cashier's daily sales against receipts; prepares deposits for bank; compiles daily & monthly reports on total money or reimbursement received, money deposited &/or food stamps issued & number remaining in inventory; opens office & vault; prepares foodstamps &/or money needed for daily business; maintains control ledger. | Knowledge of (6) bookkeeping; ability to 3, 4, (7) prepare meaningful, concise & accurate reports, (8) complete routine forms. |
| 3 | 14-34 | Receives money from sales, payment of fees &/or other financial transactions; makes change; performs related clerical tasks (e.g., researches patients' files for correct Medicare Health Insurance Claim Number, enters data on video display terminal). | Knowledge of 6; skill in 2, (9) operation of video display terminal*; ability to 3, 4, 8. |

(108)

123:1-7-17

*Developed after employment

| UNUSUAL WORKING CONDITIONS: | MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 12 mos. training &/or exp. as cashier with responsibilities including operation of cash register & bookkeeping (e.g., totalling & certifying daily sales against receipts; preparing bank deposits); or equivalent. | TRAINING & DEVELOPMENT: |
|---|---|---|