



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10181

CASHIER 1

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Cashier 1 may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Cashier 1 position is to receive money from payment of fees and other financial transactions (e.g., Food Stamps, child support payments, overpayments). In addition, the Cashier 1 is responsible for the maintenance of records regarding these transactions.

Duties

Frequency: 70% +/-15%

- I. Receives money from payment of fees and other financial transactions (e.g., food Stamps, child support payments, overpayments, photo identification cards).
 - A. Prepares cash drawer for transactions at the beginning of each day.
 - B. Performs financial transactions (e.g., issues food stamps to clients).
 - C. Completes reports as necessary.

Frequency: 20% +/- 5%

- II. Assists with maintenance of closed and active files.

Frequency: 5% +/- 2%

- III. Performs general clerical duties.

Frequency: 5% +/- 2%

- IV. Attends meetings and training sessions.



**KSA'S FOR THE
JOB CLASSIFICATION OF
CASHIER 1**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Office practices and procedures; Intermediate mathematical principles (check balance of drawers); Basic accounting and bookkeeping principles; Agency practices and procedures (e.g., Food Stamp issuance, child support payments, overpayments, etc).	Organization; Basic mathematics; Operating computer systems.	Perform intermediate-level mathematical operations (e.g., checking balances); Complete transactions with clients (e.g., disburse Food Stamps); Complete log as to the number of booklets obtained; Perform transactions; List and log serial numbers.
II	Office procedures and practices (e.g., file maintenance); Computer operations (e.g., BIFD, CRIS-E).	Organization; Computer operations.	Perform maintenance of files (e.g., "loose filing" of documents into numerical order, archive closed files within year in numerical order, etc.); Determine files to be destroyed; Retrieve files; Use computers (e.g., CRIS-E).
III	Agency telephone system; Time card procedures; Office practices and procedures; Typing; Agency filing system; Computer operations.	Computer operations; Organization; Typing/data entry.	Type time cards; Greet clients and ask for name and code number; Use computers; Classify files; Answer and transfer telephone calls;
IV	Procedures at Agency meetings and training sessions.	Listening; Oral communication; Organization.	Participate in monthly meetings; Participate training sessions.



Minimum Qualifications

- Formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires some physical effort. Often, the incumbent must carry files and other supplies which weigh up to twenty (20) pounds.