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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 10182**

**CASHIER 2**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE 1/29/01**

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary 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 2 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.



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### **Summary of Essential Duties**

The primary purpose of the Cashier 2 position is to operate the agency payment office. This includes the maintenance of records regarding financial transactions. The incumbent is also responsible for receiving money from payment of fees and other financial transactions (e.g., food stamps, child support payments).

#### **Duties**

- |      |   |                              |
|------|---|------------------------------|
| I.   | Operates and maintains the agency payment office.   | <u>Frequency: 25% +/- 5%</u> |
| II.  | Receives money from payment of fees and other financial transactions (e.g., food stamps, child support payments, overpayments, photo identification cards). | <u>Frequency: 50% +/-10%</u> |
| III. | Assists with maintenance of closed and active files.  | <u>Frequency: 15% +/- 5%</u> |
| IV.  | Performs general clerical duties.   | <u>Frequency: 5% +/- 2%</u>  |
| V.   | Attends meetings and training sessions.   | <u>Frequency: 5% +/- 2%</u>  |



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
CASHIER 2**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Office practices and procedures; Accounting and bookkeeping principles (e.g., filling out logs); Inventory; Bank procedures (e.g., checking balance of drawers).	Operating computer systems.	Operate Payment Office; Fill in daily Cashier log; Check balance of Cashier drawers; Perform mathematical and accounting operations; Perform a full range of standard clerical assignments.
<b>II</b>	Basic Agency functions, policies and procedures; Office practices and procedures; Agency computer systems (e.g., PET); Cashier transactions (e.g., issuance of Food Stamps); File and records management; Mathematical principles.	Organization; Oral Communication.	Complete transactions (e.g., issues Food Stamps); Complete Cashier 2 Daily Reports; Refer to records and files for information; Answer routine questions/inquiries; Perform mathematical operations.
<b>III</b>	Office practices and procedures; File management.	Organization.	Archive files; Determine files to be destroyed; Label files; File overpayment cases.
<b>IV</b>	Office practices and procedures; Agency telephone system; Agency filing system; Time card procedures; Typing; Computer operations.	Typing/data entry; Organization; Computer operations.	Answer and transfer telephone calls; Type time cards; Classify files; Use computers; Greet clients and ask for name and case number.
<b>V</b>	Procedures at Agency meetings and training sessions.	Listening; Oral communication; Organization.	Participate in unit meetings and training sessions; Act as a member of intra-Agency training committee.



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### **Minimum Qualifications**

- One year of experience as a Cashier 1, 10181.
- Or formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires one year of experience in a position similar to a Cashier 1, 10181.

**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.