



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10184

CASHIER SUPERVISOR

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 Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Cashier Supervisor position is to provide direct supervision to Cashiers in making financial transactions and performing record keeping tasks. This involves completing performance evaluations and participating in addressing employee grievances. The incumbent participates in the operation of the Payment Office as well as totaling and certifying daily sales and receipts (e.g., the disbursement of food stamps, maintenance of records regarding this distribution, compilation of daily and monthly reports on total money or reimbursements and assistance with the maintenance of active file systems and the archiving of closed systems). The incumbent receives money from sales, payment of fees and/or other financial transactions.

Duties

Frequency: 30% +/- 10%

- I. Provides direct supervision to Cashiers in financial transactions and record keeping.
 - A. Determines need for new staff members, and makes recommendations regarding need.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Reviews, approves, or denies employee requests for leave.
 - E. Reconciles worker time cards with worker attendance sheets to ensure that the number of hours matches for each day of the pay period.
 - F. Completes performance evaluations of subordinates' work.
 - G. Meets with subordinates regarding any grievances.
 - H. Trains new and current employees.
 - I. Assigns and reviews work of subordinates.

Frequency: 60% +/-15%

- II. Participates in and supervises the operation of the payment office.
 - A. Totals and certifies daily sales and receipts.
 - B. Assists with transactions (e.g., issuing Food Stamps).
 - C. Compiles daily and monthly reports on total money or reimbursements.
 - D. Assists with the maintenance of file system and archiving of transactions.

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 SUPERVISOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Personnel practices; Supervisory practices; Interviewing principles; Employment counseling practices; Performance evaluation procedures; Filing procedures; Grievance procedures.	Oral communication; Organization; Supervising; Advising; Interviewing.	Work with others; Answer routine questions/inquiries; Maintain accurate records; Supervise Cashiers; Complete forms; Interview others; Recommend qualified candidates; Monitor work of others; Assign work to others; Discipline others.
II	Payment/issuance practices (e.g., issuing Food Stamps); Intermediate mathematics (e.g., total receipts); Filing procedures and archiving; Office practices and procedures.	Performing intermediate mathematical operations; Organization.	Work with others; Perform intermediate mathematics (addition, subtraction, multiplication and division of fractions and decimals); Compile daily and monthly reports; Maintain records; File material numerically, alphabetically and/or chronologically.
III	Office practices and procedures; Payroll practices (e.g., entering time cards); Computer operations; Data entry functions.	Organization; Computer operations.	Classify files; Answer routine questions/inquiries; Perform data entry functions (e.g., enter time cards into computer system).
IV	Procedures at Agency meetings and training sessions. Computer operations (e.g., CRIS- E system).	Organization; Listening; Oral communication.	Participate in unit meetings and training sessions; Give or exchange facts and information; Serve on committees.



Minimum Qualifications

- Two years experience as a Cashier 2, 10182.
- Or formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires two years experience in a position similar to a Cashier 2, 10182.

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

Unusual Working Conditions/Hazards

The position requires some light physical effort. Occasionally, the incumbent must carry files and other supplies which weigh up to (20) pounds. Otherwise, most of the work is sedentary. The position involves very limited probability of any injury, but trips and falls up and down stairs must be avoided when carrying boxes of files and other supplies.