

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Cashier

SERIES NO.:

1611

MAJOR AGENCIES: Public Safety,
Natural Resources, Health

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the cashier occupation is to receive money from & keep records of financial transactions.

At the lower level, incumbents receive money, make change & keep records.

At the higher level, incumbents supervise cashiers.

CLASS TITLE:

Cashier

CLASS NUMBER:

16111

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under immediate supervision & requires some knowledge of arithmetic & record keeping in order to receive money, operate cash register &/or calculator, make change & keep records of financial transactions.

CLASS TITLE:

Cashier Supervisor

CLASS NUMBER:

16115

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The supervisory level class works under direction & requires considerable knowledge of arithmetic & bookkeeping in order to supervise unit of cashiers.

<u>CLASS TITLE:</u> Cashier	<u>CLASS NUMBER:</u> 16111	<u>BARGAINING UNIT:</u> 09
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EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives money from sales, payments of fees & other financial transactions, operates cash register &/or calculator, makes change, processes checks & maintains daily records of all transactions (e.g., purchases of permits, official documents, licenses, cabin & lodging reservations).

Answers telephone to provide information to public; writes receipts; answers correspondence; photocopies materials; maintains files.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition, subtraction, multiplication, division, fractions, decimals. Skill in operation of cash register or calculator*. Ability to carry out simple instructions; read, copy & record figures; answer routine telephone inquiries from public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & decimals.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Cashier Supervisor	CLASS NUMBER: 16115	BARGAINING UNIT: EX
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EFFECTIVE DATE:
03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises unit of cashiers in receiving money, operating cash register &/or calculator, making change & keeping records of financial transactions, trains employees & recommends changes in & enforces unit policies & procedures.

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 materials issued & number remaining in inventory; opens office & vault; prepares material &/or money needed for daily business; maintains control ledger.

Receives money from sales, payment of fees &/or other financial transactions; makes change; performs related clerical tasks (e.g., researches files for correct claim numbers; enters data on video display terminal).

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision*; employee training & development*; bookkeeping; addition, subtraction, multiplication, division, fractions & decimals. Skill in operation of cash register or calculator. Ability to gather, collate & classify information about data, people or things; prepare meaningful, concise & accurate reports; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. as cashier with responsibilities including operation of cash register or calculator & maintaining records of daily transactions (e.g., totaling & certifying daily sales against receipts; preparing bank deposits).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.