

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Cashier

SERIES NO.:

1611

MAJOR AGENCIES: Public Safety,
Natural Resources, Health

EFFECTIVE DATE:

02/18/2018

SERIES PURPOSE:

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

Incumbents receive money, make change & keep records.

JOB TITLE

Cashier

JOB CODE

16111

PAY GRADE

05

EFFECTIVE

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Cashier	16111	09	03/26/1990	05

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.