CASHIER

DEFINITION
Under close supervision collects, balance and posts utilities, parking citation, business license and other City payments.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Collects, balances and posts utilities, parking citations and business license payments;
- Records and posts amounts collected to customers accounts;
- Counts and verifies amounts being paid;
- Reconciles and balances cash drawer against cash register receipt; prepares cash, credit and other financial records and documentation;
- Forwards cash, credit, and other financial records for review and deposit by supervisor;
- Responds to customer inquiries and/or directs customers to the appropriate department for service.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of quality customer service techniques and concepts, of bill payment and overdue payment procedures,
- Skilled in accurately performing mathematical calculations, following oral and written instructions in English, and in establishing and maintaining productive working relationships
- Ability to effectively communicate verbally to speak English and Spanish is highly desired
- Proficient in the use of a cash register, personal computer, electronic devices to include industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents in this classification may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A high school diploma or equivalent, AND one (1) year of experience in customer service and cash handling OR an equivalent combination of education and experience.