

Cashier
Department of Public Works/Parking Garage

Class Title: Cashier
Department of Public Works/Parking Garage

Class Definition: The receipt and responsibility for monies owed the City related to the City of Easton Parking Garage; and related work as required.

Distinguishing Features of Work: Work involves the responsibility for the receipt and disbursement of sums of money owed to the City related to the parking facility, for the receipt of bills, and for the maintenance of accurate records of such. Persons of this class are individually responsible for accuracy of own work. The incumbent works under the supervision of the Director and Assistant Director(s) of Public Works. Work usually performed independently and involves application of individual initiative and judgment with review or assistance only upon request in exceptional cases.

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.) This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Receives, counts, and reports on receivables for payment of fees. Maintains simple files, answers phones, and directs callers. Reconciles cash drawer daily by checking and balancing cash and other receivables against receipted copies of bills and register tapes. Operates a cash register and other simple business machines. Prepares deposits as required and necessary. Does simple, routine clerical work such as filing, posting, calculations, and tabulations.

Tools and Equipment Used: Cash register, 10-key calculator, phone, base radio, and copy machine.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and stand, talk and hear, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from quiet to very loud.

The environment can range from moderately to very stressful especially during rush hour or when dealing with unsatisfied or disagreeable customers.

Necessary Knowledge, Skills, and Abilities: Working knowledge of standard principles and practices governing cash transactions. Knowledge of simple and routine office procedures, methods and equipment with particular reference to the receipt and accountability for cash and other receivables. Working knowledge of basic mathematics. Ability to make cash transactions rapidly and accurately. Skill in operating listed tools and equipment. Ability to perform arithmetic computations rapidly and accurately. Ability to make work decisions in accordance with rules, regulations and departmental policies and procedures. Ability to maintain simple records and files. Ability to communicate effectively verbally and in writing. Ability to establish successful working relationships. Ability to work under pressure and/or frequent interruptions. Ability to work with angry or difficult customers.

Qualifications Required for Appointment: Graduation from a high school or GED equivalent, with specialized course work in general office practices, business math, and accounting. Some college level or business school education with coursework in accounting; or any equivalent combination of education and experience.

Work Schedule: Per established departmental policy

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