

# CLASSIFICATION SPECIFICATION

## Cashier

FT/PT Class Code: 4010, 4510      Pay Grade: B/C 03      FLSA: Non-Exempt      Rev. 07/01/15

**SUMMARY STATEMENT:** An incumbent is responsible for the collection and disbursal of monies and maintenance of accurate records for the receipt of funds.

### **NATURE AND SCOPE:**

An incumbent typically reports to a technical supervisor and is responsible for maintaining the cash register and all of the necessary collateral records. An incumbent accepts payment for tuition or merchandise, and assists customers/students.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Operates electronic cash register maintaining an accurate change fund.
2. Prepares daily cash sheets and magazine and book return reports where applicable.
3. Assists customers in locating merchandise and assists in the display of the merchandise, stocking shelves, etc. where applicable.
4. Assists with yearly inventory as assigned.
5. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of cash register operation.
- ◇ Knowledge of sale and merchandising techniques.
- ◇ Ability to make correct change.
- ◇ Ability to communicate effectively both orally and in writing.

### **MINIMUM QUALIFICATIONS:**

- ◇ High school diploma or GED and one (1) year of relevant experience; or other equivalent combination of education and experience.