CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CASHIER - 1330

DEFINITION:

Under general supervision, to receive, disburse, and account for money; to do clerical work involved in keeping financial records; and to perform related work.

* EXAMPLES OF DUTIES:

- Accepts money from the public at a public counter and issues receipts;
- Sorts and counts cash, and prepares and balances reports of receipts;
- Maintains accounts receivable files;
- Receives checks and records payments received through the mail;
- Explains the basis of charges to members of the public;
- Classifies payments received by department and follows special procedures when appropriate for a given account;
- Operates office machines such as cash registers, endorsing machines, 10-key adding machines, typewriters, and copying machines.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: https://www.governmentjobs.com/careers/sandiego/classspecs.

Six months of full-time cashier or teller experience for a municipal organization, bank, savings and loan, credit union, or financial institution. Qualifying experience must include receiving cash, checks, and other negotiable instruments such as credit cards, money orders, etc. from the public and issuing receipts; calculating and making correct change; and balancing monies against register tapes and various source documents using a 10-key adding machine by touch. Possession of a valid California Class C Driver's License.

* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.