CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**SENIOR CASHIER - 1840**</u>

<u>**DEFINITION:**</u>

Under direction, to supervise and participate in the work of a cashiering section; to be responsible for and perform specialized cashiering work of a difficult complex nature; and to perform related work.

* <u>**EXAMPLES OF DUTIES:**</u>

- Assigns and directs the work of subordinate cashiers;
- Reviews transactions for accuracy;
- Trains and assists cashiers with difficult problems;
- Verifies, reconciles, and balances the total daily transactions for each cashier;
- Receives daily cash receipt reports with deposit slips from revenue-producing departments;
- Prepares daily bank deposits and maintains accurate records of daily receipts, reversals of bad checks, bank withdrawals, deposits, cash transfers, and cash on hand;
- Maintains control of vault and other funds;
- Prepares written reports and correspondence;
- Processes returned checks;
- Maintains proper work flow;
- Trains and rates the work performance of subordinates.

<u>**MINIMUM QUALIFICATIONS:**</u>

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.

One year of full-time cashier experience. Qualifying experience must have been as a cashier with a municipal organization, public agency, non-profit organization, utility company, bank, savings and loan, or credit union, which must include all the following: receiving cash, checks, and other negotiable instruments 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.

* <u>**EXAMPLES OF DUTIES**</u> 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.