

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SENIOR CASHIER**

**DEFINITION:**

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.

**\* EXAMPLES OF DUTIES:**

- 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.

**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 Announcement for updated minimum qualifications.

Three years of full-time clerical experience including at least one year as a cashier with the City of San Diego.

- \* **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.