

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: CASHIER

TITLE #: 1115

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving the collection and accounting of monies received for services and/or products. The work is performed under the direct supervision of a senior official. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects and records monies from sales and makes change;

Operates a cash register and/or other accounting machines;

Totals daily receipts and/or monies at end of shift;

Prepares reports and/or other sales documents/records;

Counts, records, sorts, and rolls all monies collected;

May be required to prepare deposit slips and/or deposits monies in bank;

May perform related cashiering duties, including cleaning/maintenance of work area;

May assist with sales of specified items.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of mathematics; skill in operating a cash register and/or calculator; ability to understand and follow oral and written instructions; clerical aptitude; integrity; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: When part-time Cashier position is filled by a student of the school or special district, no minimum qualifications are required.

JURISDICTIONAL CLASSS: Non-Competitive when part-time

ADOPTED: Unknown

REVISED: 12/22/75

REVISED: 3/4/83

REVISED: 11/14/83