

Specification for Class of

CASHIER I

**Abolished 9/15/06**

Definition: Performs or supervises a centralized cashiering function for a state agency; or, performs or supervises a full time cashiering function in a remote location where higher level technical supervision is not available; or serves as a unit supervisor or assistant supervisor in the largest, complex centralized cashiering functions.

Distinguishing Characteristics: Positions in this class perform or supervise an activity of large-scale receipt and disposition of revenue and of associated determinations in accordance with agency policy and law. Positions at this level which perform a centralized cashiering function for a state agency, or perform without technical supervision the cashiering in a remote location, are not required to supervise, but may be expected to supervise subordinates if required by the volume of their work. Positions will be allocated based on an assessment of such factors as supervisory responsibility, level of immediate supervisor, size of agency, technical background required of supervisor, dollar volume of receipts, number of documents processed annually, dollar volume of disbursements, and number of disbursements made annually.

Positions allocated to this level must amass a total of between 40 - 100 points from the Cashier Rating Factor Scale developed by the Department of Personnel and effected agencies. This scale may be reviewed periodically and revised as necessary.

Typical Work

When assigned subordinate employees, provides supervision and training required;

Plans, organizes and when required assigns the workload of the cashiering function;

Assists in the development and revision of controls, procedures and records necessary to safeguard cash and efficiently operate cashiering function;

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Receives, examines, proof, validates and records taxes paid through district office bank accounts, the mail and/or the Headquarters office;

Receives cash and checks and writes receipts; makes bank deposits; posts and balances accounts ledgers.

Performs other work as required.

Minimum Qualifications

Three years of cashiering or bookkeeping experience.

Revised March 8, 1971

General revision and I through III series established

Revised April 12, 1972

(III and IV combined)

Revised April 23, 1973

Revises definition and distinguishing characteristics

Revised December 10, 1973

Revises definition and distinguishing characteristics