

Specification for Class of

CASHIER 2

Abolished Effective July 1, 2007

Definition: Supervise a centralized cashiering function for a State agency; or in Department of Social and Health Services supervises a centralized cashiering function of scope and complexity comparable to the preceding; or serves as assistant supervisor to a Cashier.

Distinguishing Characteristics: Positions in this class supervise an activity of large-scale receipt and disposition of revenue and of associated determinations in accordance with agency policy and law. Typically, the supervisory load will be five or more subordinates. Cashier 2's serving as assistant supervisors to Cashier 3's will supervise a cashiering unit on a shift different than the Cashier 3, or will have multiple subordinate cashiering units, or a supervisory load of eight or more subordinates. 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 101 - 160 points from the Cashier Rating Factor Scale developed by the Department of Personnel and affected agencies. This scale may be reviewed periodically and revised as necessary.

Typical Work

Supervises lower level employees in performing the assigned work of the cashiering function;

Provides necessary training to assigned employees;

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

Develops, revises and submits for approval controls, procedures and records necessary to safeguard cash and efficiently operate cashiering function;

Receives, examines, proofs, validates and records taxes paid through district office bank accounts, 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 experience in receipt, disbursement and accounting for cash.

Revised March 8, 1971

General revision and 1 through 3 series established

Revised April 12, 1972

(3 and 4 combined)

Revised April 23, 1973

Revises definition and distinguishing characteristics

Revised December 10, 1973

Revises definition and distinguishing characteristics

Revised January 15, 1982

Revises definition