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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : CASHIER**  
**Code: 040205 CKF**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Under direct supervision, receives, receipts and deposits cash and checks and maintains routine financial records. Does related work as required.

**COMPLEXITY OF DUTIES**

Employees in this class receive money over the counter or by mail in payment of bills or fees and issues receipts. Work requires considerable facility in counting money and making change, or is performed according to established and defined procedures. Work is checked by the daily reconciliation of monies and by periodic audit of cash records.

**TYPICAL DUTIES**

1. Receives money over counter, records amount received and balances records at end of work period.
2. Performs various computations as required.
3. Makes up deposit slips and delivers money to bank or appropriate place.
4. Operates cash register and other standard office appliances.
5. Performs a variety of office tasks as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Some knowledge of the principles and practices of cashiering.
2. Some knowledge of business arithmetic.
3. Some knowledge of office procedures, methods, and equipment with particular reference to receiving and accounting for the receipt of cash.
4. Skill in the operation of cash registers and other common office machines.
5. Ability to receive cash and make change with accuracy and speed.
6. Ability to make rapid and accurate arithmetic computations.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

1. Graduation from high school;  
or,
2. One year of experience in cashier work  
or,
3. Satisfactory equivalent combination of education and experience.

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