NEW AUG 0 2 1987

| OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity* | CLASS TITLE: Cashier 1 | CODE: 16111C |
|---|---|---|
| | MAJOR AGENCIES: County Offices, Universities | JURISDICTION: Cnty., Univ. |

**FUNCTION:**

Under direct supervision from higher level cashier or other administrative superior, receives money; makes change; balances money against receipts;

-PERFORMS RELATED DUTIES AS REQUIRED.

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 67-87 | Receives money from sales, payments of fees & other financial transactions; makes change; checks for valid authorizations to purchase (e.g., food stamps, liquor permits, meal cards). | Knowledge of (1) office practices & procedures*; skill in (2) cash register operation*, (3) adding machine operation*; ability to (4) carry out instructions in written, oral or picture form, (5) add, subtract, multiply & divide whole numbers. |
| 2 | 9-19 | Maintains daily records of all transactions (e.g., money received & disbursed; sales of food stamps, tickets, meal cards, permits, tuition fees). | Knowledge of 1*; skill in 3*; ability to 4, 5, (6) read simple sentences with common vocabulary, (7) arrange items in numerical or alphabetical order, (8) cooperate with co-workers on group projects. |
| 3 | 1-11 | Answers telephone, gives information & routes calls. | Knowledge of 1*; ability to (9) answer routine telephone inquiries from public. |
| 4 | 0-6 | Maintains clean & orderly work areas; cleans off tables, chairs, counters & shelves. | Ability to (10) demonstrate physical fitness. |

(106)

123:1-7-17

*Developed after employment

| UNUSUAL WORKING CONDITIONS: | MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* | TRAINING & DEVELOPMENT: |
|---|---|---|
| | Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences. | |

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