

CITY OF DALY CITY  
JOB SPECIFICATION

APPROVED BY  
PERSONNEL BOARD: 02/08/2007  
CITY COUNCIL: 02/26/2007  
RES. NO.: 07-35

## **CASHIER**

### **DEFINITION**

Under supervision, to perform clerical work of average difficulty in connection with the receiving and receipting of monies; preparing, maintaining or checking financial or statistical records; operating office equipment, cashiering, and related computer equipment; and to do related work as required.

### **EXAMPLES OF DUTIES**

The Cashier receives and receipts cash payments and maintains daily files of validated documents; balances transaction and prepares cash reports daily; does responsible clerical accounting work in maintaining financial records, recording and checking financial transactions, and preparing financial or statistical statements or reports; batch balances cash from various City entities; organizes money and sets up daily starting cash drawer; computer posts utility transactions as required; maintains the Petty Cash Fund; answers customer inquires on account status using computer equipment; issues various parking permits and maintains related files; store, issues, and controls vehicle ignition keys for City pool cars, and records and reports mileage/usage; types routine documents; and assists with various Utility Billing Division activities as required.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Cashiering methods and equipment, methods and terminology used in financial clerical work, general office practices, and use of computer equipment.

**Ability to:** Adapt to ongoing procedural changes; perform clerical work of average difficulty; prepare financial reports; maintain journals; operate adding and calculating machines; operate computer equipment; make arithmetical computations rapidly and accurately; follow oral and written instructions; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** One year of clerical experience involving financial recordkeeping and general office work, desirably with six months of cashiering and computer spreadsheet experience.

JOB SPECIFICATION  
CASHIER (PAGE 2)

**Education:** Graduation from high school or equivalent.

**Special Qualification:** The successful candidate must be bondable.

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