



## **JOB SPECIFICATION**

Code 12480

Grade GS 43

### **CASHIER**

#### **General Purpose**

Under general supervision, collect and account for payments from customers.

#### **Typical Duties:**

Collect payments for services, fees, utility bills, taxes, permits or admissions from customers. Involves: Collect and post sales or customer payments received in person, by mail, drop boxes or other means to correct account, issue receipts, maintain accurate records, research and resolve posting errors or problem payments such as returned checks, checks received without a signature or an identifying account number. Perform data entry in the financial management system to record payments. Prepare and verify accuracy of daily deposit. Reconcile daily sales, receipts or collections.

Respond to inquiries and complaints from the general public. Involves: Answer questions and furnish service-related information, assist in resolving problems that may occur and interact with a wide range of supervisors, coworkers and the public. Inform customers of refuse and debris that cannot be disposed of at the landfill.

Perform related duties as required. Involves: Perform duties of immediate supervisor or coworkers if necessary to ensure continuity of operations during absences. Prepare and maintain financial or activity reports.

#### **Knowledge, Skills, and Abilities**

- Application of good knowledge of cashiering and bookkeeping practices, policies and procedures including financial record keeping.
- Application of good knowledge of customer service/public relations practices and procedures.
- Application of some knowledge of modern office practices.
- Attention to detail and established deadlines; perform routine calculations to count currency, make change and prepare daily cash reports.
- Prepare and maintain detailed records in an automated environment.
- Safely operate standard office equipment and personal computers
- Establish and maintain effective working relationships with supervisors, coworkers and the general public.
- Clear, concise oral and written communication.

#### **Other Job Characteristics**

- May sit or stand for extended periods.
- Occasional lifting and carrying of lightweight objects (25 pounds).
- Occasional exposure to irate individuals.
- Must be bondable.



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#### ***Minimum Qualifications***

Education and Experience: A High School diploma or GED, and one (1) year of clerical or public contact experience. Must pass a rigid background investigation. Positions at the Environmental Services Department who do not have the required education may offset with four (4) years of solid waste experience, as defined by Texas Commission on Environmental Quality (TCEQ), of which one (1) year included clerical or public contact experience.

#### Licenses and Certificates:

Some positions at Environmental Services require obtaining and maintaining a provisional letter or a valid Texas Municipal Solid Waste Operator's License as mandated by Texas Commission on Environmental Quality (TCEQ) regulations.