



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 487.3

Job Title: **SENIOR CASHIER**

Pay Grade: 10

### **GENERAL SUMMARY:**

Performs routine accounting and money handling tasks related to receiving, recording and depositing customer payments and fees. Accountable for accurate money handling, adherence to established procedures and courteous customer service.

### **RESPONSIBILITIES:**

- Completes, balances, runs and proofs daily cash reports.
- Processes returned checks and related bank fees.
- Prepares and maintains accurate and complete daily bank deposit records and support documentation.
- Assists with customer service; determines amount due, accepts and records payments, makes change, balances cash fund, and answers customers' billing and service questions.
- Operates cash register, ten-key adding machine, CRT, typewriter, copier and parking lot equipment as required.
- Requests maintenance and repairs to facilities and equipment as needed.
- Issues, controls and reconciles parking change funds.
- Collects cash from remote collection sites and transports to centralized accounting and deposit location.
- Schedules lower ranking cashiers' hours.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

#### **EXPERIENCE:**

One year of experience in the handling and accounting of money is required.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

### **PHYSICAL EFFORT:**

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Cashier  
Senior Cashier

*Effective: October 1990  
Revised: February 1992*