



# CITY OF HOUSTON

## JOB DESCRIPTION

---

---

Job Code: 487.6

Job Title: **SENIOR COURTS CASHIER**

Pay Grade: 12

### **GENERAL SUMMARY:**

Supervises cashier employees and is responsible for microfilming, verification of bank deposits, interfacing with management staff, problem resolution, work assignments, training and various cashier duties on an as-needed basis.

### **RESPONSIBILITIES:**

- Prepares and maintains accurate and complete deposit records of all cash revenues to be deposited on a daily basis.
- Verifies and balances deposit contents before submission to the banking facility.
- Distributes working funds and assigns work schedules to other cashiers.
- Microfilms bank deposits and checks.
- Reports any errors discovered in the processing activity to appropriate staff member.
- Trains new and inexperienced personnel in the methods, policies and procedures relating to the cashier responsibilities.
- Acts as a source of information to the public including the initial research and resolution of citizens' problems.
- Interfaces with management staff on those problems requiring additional action.

### **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:**

Six months of experience 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.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **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:**

Senior Courts Cashier

*Effective: October 1990*

*Revised: January 2002*