

Specification for Class of

CASHIER 4

Abolished Effective July 1, 2007

Definition: Supervises the most complex centralized cashiering functions.

Distinguishing Characteristics: Positions will be allocated to this class based on an assessment of such factors as supervisory responsibility, level of immediate supervisor, size of agency, technical background required of supervisor, dollar volume of receipts, number of documents processed annually, dollar volume of disbursements, and number of disbursements made annually.

Positions allocated to this level must amass a total in excess of 221 points from the Cashier Rating Factor Scale developed by the Department of Personnel and effected agencies. This scale may be reviewed periodically and revised as necessary.

Typical Work

Supervises lower level employees in performing the assigned work of the cashiering functions;

Provides necessary training to assigned employees;

Plans, organizes and assigns the workload of the cashiering function;

Develops, revises and submits for approval controls, procedures and records necessary to safeguard cash and efficiently operate cashiering function;

Receives, examines, proofs, validates and records payments made through district office bank accounts, the mail and/or the Headquarters office;

Receives cash and checks and writes receipts; makes bank deposits; posts and balances accounts ledgers;

Performs other work as required.

Minimum Qualifications

CASHIER 4

Four years of experience in receipt, disbursement and accounting for cash, including one year in a supervisory capacity.

Revised March 8, 1971

General revision and I through III series established

Revised April 12, 1972

(III and IV combined)

Revised April 23, 1973

Revises definition and distinguishing characteristics

Revised December 10, 1973

Title change (formerly Cashier III) code change,

Revises definition and add Distinguishing Characteristics