

CASHIER CLERK

Class Definition

Under supervision, performs cashiering and general clerical duties.

Distinguishing Characteristics

Cashier Clerk is the operational level class responsible for routine cashiering duties. Incumbents sell tickets, collect money, make change, answer questions, give directions, and prepare daily attendance and receipt reports in conformance with established procedures. This classification differs from other clerical work in that assignments focus on the handling and exchange of money for admission.

Typical Tasks

Opens gates, booth and safe, counts money, and prepares for daily sales; checks tickets and supplies; restocks as needed.

Sells tickets, makes change, issues receipts; sorts and counts money received; prepares sealed sacks for bank deposit.

Prepares daily attendance and receipt reports.

Answers a variety of questions from the public regarding park facilities; give directions; issues maps and brochures.

Reports problems or unusual occurrences to supervisors.

May do light cleaning in and around assigned area.

Performs related work as required.

Knowledge, Abilities, and Skills

Knowledge of simple mathematics for the purpose of computing tickets sold and money received.

Ability to make change quickly and accurately.

Ability to understand and follow written and oral instructions.

Ability to read and understand departmental policies and rules related to the work assignment.

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Ability to maintain effective working relationships.

Ability to operate a cash register.

Minimum Qualifications

Education and experience equivalent to graduation from high school.

APPROVED: _____

Director of Personnel

DATE: _____

CT:kh