



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: SENIOR CASHIER

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5180

PAY RANGE CODE: [03175](#)

REVISION DATE: 9/29/16

NATURE OF WORK:

This is advanced clerical work which requires participation in a wide variety of highly responsible clerical duties in the collection, verification, and balancing of receipts. Work involves providing effective and efficient accounting and revenue receipt support as assigned. The Senior Cashier serves as a key contact for Cashiers needing assistance with account problems. The employee in this classification works with considerable independence; however, general supervision is received from an assigned supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Serves as a key contact for various city offices that interact with the Cashier's office on a regular basis.

Receives payments in the form of cash, checks, and credit cards for fees or services rendered; records amounts received; issues receipts; and secures cash.

Prepares the daily Treasurer's Report.

Processes special assessment payments (weed, litter, snow removal, sidewalk repairs, etc.). Serves as the lead cashier contact to various city departments that work with special assessments.

Performs duties related to year-end closing of special assessments.

Coordinates with the Cashier Collection Clerk for the collection of checks with insufficient funds.

Resolves elevated customer complaints received by staff or refers them to a higher level.

Maintains an adequate inventory of stock items, re-ordering, receiving, and storing items as needed.

Serves as a key contact for cashiers needing assistance with account problems. Provides mentoring and training to cashier staff.

Communicates and coordinates with assigned supervisor regarding staff training, operational, and other job-related issues.

Keeps abreast of current policies, procedures, and requirements of the Cashier's office.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the standard principles and practices of cashiering.

Knowledge of office procedures, methods, and equipment with particular reference to receiving and accounting for cash.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to understand oral or written instructions.

Ability to quickly and accurately perform basic mathematical computations including addition, subtraction, multiplication, and division.

Ability to sort and file materials alphabetically or numerically.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to walk or sit from 51 to 75% of the time; to stand from 26 to 50% of the time; and to reach, bend, stoop, squat, kneel, and pull up to 25% of the time.

Ability to move objects weighing up to forty (40) pounds up to 33% of the time; objects weighing up to twenty (20) pounds from 34 to 66% of the time; and to move objects weighing up to ten (10) pounds from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Four years of experience in a bank or office setting where the primary responsibilities include processing, recording, or compiling accounting, bookkeeping, and cashiering transactions.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise and may involve contact with upset or irate individuals.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Adding Machine/Calculator
Facsimile Machine
Computer
Telephone
Printer

Coin Sorter/Counter
Check Endorser
Copier
Electronic Credit Card Processing Terminal
Scanner

Previous Revision Date(s):

2/7/13