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Class Specifications for the Class:CASHIER IDuties Summary:

Receives and issues receipts for over-the-counter cash payments; tallies cash and makes daily cash reports; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from the class Cashier II in that the Cashier I receives and receipts cash payments on pre-determined amounts and makes minor cash disbursements; the Cashier II, in performing cash transactions and disbursements, must apply pertinent laws, court orders, and other regulations in determining the proper amount of cash collection and/or disbursement.

This class differs from the class Snack Bar Cashier in that the Cashier I is primarily concerned with the handling of a considerable amount of monies from payments, donations, grants, fines, dues, etc., including those collected at the snack bars; the Snack Bar Cashier is primarily concerned with the immediate collection of cash payments for small items purchased at the snack bar.

Classes in the Cashier series differ from classes in the Clerical series in that classes in the Cashier series spend all or a predominant amount of the time in receiving a variety of cash payments, handling a considerable amount of cash, making cash disbursements, accounting for all cash transactions, and performs allied non-cashiering clerical tasks in support of these activities; classes in the Clerical series are concerned with performing various clerical tasks which may include some activities in receiving cash payments and giving receipts.

Examples of Duties:

Receives and issues receipts of payments for rents, laboratory fees, donations, grants, publications, services, change in registration, etc.; receives daily collection of monies through the mail; makes minor refunds as determined by others; classifies and assigns appropriate code to receipts, statements, bills, etc.; segregates bills, statements, receipts, etc., according to symbols and codes; balances cash receipts with actual cash on hand and prepares appropriate cash reports at the end of the daily transactions; files reports and other papers; may perform other clerical tasks.

Knowledge and Abilities Required:

Knowledge of: Office practices and procedures; various negotiable instruments used in day-to-day cash transactions.

Ability to: Make rapid and accurate arithmetic computations; count cash accurately and rapidly; maintain effective working relationships with others; deal courteously with the public; learn rules and regulations governing cash transactions; keep records; operate office machines.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class CASHIER I by the Department of Education Civil Service system.

DATE APPROVED: JAN 26 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources

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Class Specifications for the Class:CASHIER IIDuties Summary:

Receives over-the-counter payments and makes cash disbursements; assesses interests, fees and penalties as necessary; tallies cash and makes daily cash reports; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Cashier I in that the Cashier II, in performing cash transactions and disbursements, must apply pertinent laws, court orders and other regulations in determining the proper amount of cash collection and/or disbursement; the Cashier I receives and receipts cash payments on pre-determined amounts and makes minor disbursements.

Examples of Duties:

Receives and records over-the-counter a variety of cash payments on current or delinquent accounts from the public and issues receipts; receives partial payments and prepares bills and other notations reflecting these payments; assesses penalties and interests when delinquent payments are made; makes disbursements according to court orders; makes change; sorts and counts cash; verifies bills against remittances before issuing receipts; balances cash receipts against receipt stubs and prepares a cash report at the end of the daily transactions; segregates daily receipts; may make field collections to accommodate rural taxpayers; may receive, check and receipt other office collections or field collections; may receive and receipt mail payments; and may assist with other clerical work.

Knowledge and Abilities Required:

Knowledge of: Office practices and procedures; methods of accounting for and banking cash; various negotiable instruments used in every day business transactions.

Ability to: Make arithmetic computations rapidly and accurately; meet and deal effectively and tactfully with the public; maintain effective working relationships with others; handle cash rapidly and accurately; keep financial records; operate office machines such as a cash register, adding and calculating machines; learn tax laws and court procedures.

Personal Qualities: Accuracy, neatness, initiative, resourcefulness, reliability, integrity and good judgment.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class CASHIER II by the Department of Education Civil Service system.

DATE APPROVED: JAN 30 2006

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EFFECTIVE DATE: _____



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Assistant Superintendent
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