



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CASHIER III**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine journey-level cashier work; under general supervision resolves conflicts with patrons, ensures that cashiers have sufficient change, resolves equipment failures, and oversees the collection of fees for events or non-events.

EXAMPLES OF WORK PERFORMED

May open and close facilities

Oversees daily operations of the cashiers

Verifies cash tills prior to opening bank change funds

Prepares and posts deposits

Provides relief for cashiers during breaks and lunches

May schedule hours for cashiers

Maintains checkout operations by following County policies and procedures

Maintains safe and clean working environment by complying with procedures, rules and regulations

Provides information by answering questions and requests

May supervise other cashiers in training

Will complete daily reports

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two academic years from an accredited college or university

Five (5) years' experience in cash handling

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to make change accurately

Provide excellent customer service

Ability to handle high volume of customers

Skill in operating cash register, calculator and other basic office equipment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations