

SENIOR CASHIER

DEFINITION

To sell admission tickets and provide information to the public utilizing Lane County facilities; to perform a variety of customer service and office duties; and to perform other related duties as assigned.

CLASS CHARACTERISTICS:

This is the full journey level class within the Cashier series. This class is distinguished from the Cashier by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from assigned management personnel.

Provides technical and functional supervision to Cashiers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Greets the public and provides program information about the facility; answers phones.

Sells and redeems admission tickets; completes cash, check and credit card transactions; resolves most ticketing problems.

Reconciles and balances end of shift reports; provides daily sales reports according to established policies and procedures.

Prepares and makes bank deposits as directed.

Works evenings and weekends as necessary.

Purchases inventory as requested.

Reconciles petty cash.

Assists in preparation of invoices.

Prepares mailings; maintains work logs.

Trains and orients new employees.

LANE COUNTY
Senior Cashier (continued)

EXAMPLES OF DUTIES: (con't)

Sets up displays and community rooms.

Stocks inventory and prepares restocking orders.

Provides appropriate services for facility clients as needed.

May provide direction to temporary/extra help employees.

MINIMUM OUALIFICATIONS:

Knowledge of (position requirements at entry):

Ticket sales practices and procedures, including sales and record keeping systems.

Basic business English; basic Math.

General office equipment and cash registers.

Skills in (position requirements at entry):

Customer service.

Effective communication and good judgment.

Working quickly and accurately with close attention to detail, especially during periodic large workloads.

Making change and balancing cash accurately.

Maintaining accurate and complete records as necessary.

Operating office equipment such as cash registers, calculators and computer terminals.

<p>Note: The above description is intended to represent only the key areas of responsibilities. Specific position assignments will vary depending on the business needs of the department</p>
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Experience and Training:

Training:

Equivalent to the completion of the twelfth grade, with training in making cash transactions, counting change, and operating cash registers.

LANE COUNTY
Senior Cashier (continued)

Experience:

One year cashiering, cash reporting and customer service, including direct public contact.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a valid Oregon driver's license at time of appointment.