

Class Specification
for the Class:CASHIER-CLERK
SR-08; BU:03Duties Summary:

Performs a variety of clerical work which includes the receipt and handling of money as a substantial, recurring assignment; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by responsibility for the performance of cashiering assignments on a substantial and recurring basis, in addition to maintaining records of transactions and performing a variety of clerical work in accordance with general instructions.

Examples of Duties:

Receipts daily collection of monies over-the-counter and through the mail; tallies and balances cash; verifies forms against remittances; segregates payments by punching proper calculating machine symbol or enters by hand; makes minor refunds as determined by others; prepares appropriate daily and monthly cash reports; sorts, arranges, and files reports and other papers; makes bank deposits; operates standard office machines such as typewriters and mimeograph, adding and calculating machines; may perform other clerical and fiscal tasks as required.

Knowledge and Abilities Required:

Knowledge of: Office practices and procedures; filing methods and systems; spelling and work usage; the methods of accounting for and banking cash; purposes and uses of office machines.

Ability to: Make rapid and accurate arithmetic computations; count cash accurately and rapidly; maintain effective working relationships with others; deal courteously with the public; keep records.

This is the first specification for the new class CASHIER-CLERK.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
JANICE WAKATSUKI
VP/Director of Human Resources