

## CASHIER-CLERK

### NATURE OF WORK

This is responsible cash handling and general clerical work.

Work involves operating a cash register in the receipt of money from patrons of the University bookstore or the Hip-Pocket. Work involves receiving, counting, balancing and reporting cash receipts for sales. Work also includes performing a variety of clerical and related tasks. Work is performed according to established and well defined procedures. Emphasis is on speed and accuracy in the handling of cash. Work is performed with some independence and is reviewed through observation and by internal balances of audits or records.

### ILLUSTRATIVE EXAMPLES OF WORK

Prepares cash register for operation; fills automatic money changer; checks purchases; rings sales; computes discounts; adds tax; collects money; makes change.

Cashes cheques for students and make refunds on books returned according to authorized procedures.

Prepares cash and receipt reports for total money received; gives information and assistance to patrons; keeps shelves orderly; replenishes stock; assists in processing routine financial records; assists in taking inventory; performs a variety of clerical tasks.

Performs related work as required.

### REQUIREMENTS OF WORK

Some experience in the use of a cash register; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of the operation of a cash register.

Ability to make routine arithmetical computations rapidly and accurately.

Ability to balance simple cash accounts and to make reports.

Ability to operate adding machines, word processing equipment, and other standard office machines which can be learned on the job.

Ability to understand and effectively carry out oral and written instructions.

Ability to successfully meet the public and to establish and maintain effective working relations with other employees.

**0405**

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