

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Cashier	<u>CLASS NUMBER:</u> 60201	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days Lateral Transfer to new department: 60
<u>BARGAINING UNIT:</u> Teamsters	<u>PAY GRADE:</u> T3	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Account Clerk Supervisor (083400)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Cashier classification is to receive, record, and receipt payments for the agency.

JOB DUTIES:

Receive and process child support payments. Verify payments and other transactions. Make changes and applies payments to proper accounts and support ledgers. Process affidavits, change of address forms, and other account information. Prepare daily receipts for deposit and maintain daily records of transactions. Research support payment records for entry into the computer. Refer parties to the appropriate section and answer client inquiries. Respond and answer telephone inquiries and other correspondences. Open, sort, and distribute mail to other departments in the agency. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of office practices and procedures. Skill in typing; equipment operation. Ability to add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; maintain accurate records; sort items into categories according to established methods; work alone on most tasks; answer routine telephone inquiries.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

A high school diploma or equivalent with six (6) months of previous experience or training in accounting; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date