



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Cashier II	Job Code:	6015200	Job Grade:	06
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	9311
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C or D	EEO Code:	F01

Summary of Functions: Performs a variety of standardized support tasks related to receiving, reviewing and entering deposits/payments; processing withdrawals and a variety of documents; and responding to general inquiries. Works within a well-defined framework of policies and procedures, under moderate supervision.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Receives reviews and enters deposits and payments; processes withdrawals; prepares receipts; and reconciles and balances accounts.	45	E
2. Prepares, verifies and processes a variety of standard documents, instruments records or bills and maintains related files.	15	E
3. Assists County employees and the public with requests for documents, instruments and records; the issuance of licenses, permits or other documents; and responding to general inquiries.	15	E
4. Types and/or completes correspondence, documents and materials.	10	E
5. Researches, locates, pulls or issues documents.	10	E
6. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED program. Two (2) years of job related experience or 30 hours of college or a combination of the two. Experience in a customer service environment a plus.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 30 wpm or 60 kspm. Ability to understand and follow moderately complex written and verbal instructions, organize and process work, establish and maintain effective working relationships with other with County employees and the general public. Computer/data entry terminal literate and ability to operate other

office equipment, as required.

Sheriff's Office: Must successfully complete a polygraph and extensive background investigation and is subject to random, unannounced drug/alcohol testing. Must adhere to strict rules of confidentiality relative to the operation and contents of the property.

Physical/Environmental Requirements:

May require prolonged sitting and standing and ability to lift and carry up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E2=20, VM2C=20, PD1C=15, WH1A=5, WE1A=5, IC2C=35, DL2=10, PS2=15, RE1B=10, SF1A=5, TTL: 240

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 5/2003

Approved by Civil Service Commission on

Date 6/16/2003

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.