



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Cashier III	Job Code:	6015400	Job Grade:	07
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 complex support tasks which includes receiving and processing payments/withdrawals and acting as lead cashier in training and assisting cashiers. Works within a well-defined framework of policies and procedures, under minimum supervision.

Management Scope: Acts as a lead and assists supervisor in training and directing cashiers.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Receives cash and check deposits, payments and other instruments.	30	E
2. Counts, locates and reconciles discrepancies of register money.	15	E
3. Completes daily cash register entries, closes out/balances cash register, and prints, compares and reconciles summary sheets.	15	E
4. Acts as lead cashier by training cashiers in procedures required to effectively perform routine tasks, providing instructions and monitoring tasks.	15	E
5. Communicates with staff or the general public by answering questions and addressing/resolving more-complex issues regarding accounts.	10	E
6. Researches, locates, pulls and/or issues documents.	10	E
7. 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. Three (3) years job related experience or 45 hours of college or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Requires 30 wpm or 60 kspm, with knowledge of mainframe data entry programs or spreadsheets preferred.

Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public.

Physical/Environmental Requirements:

May require prolonged sitting and standing and ability to lift files, boxes, and copies up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E3=30, VM3C=25, _PD2B=15, WH1A=5, WE1C=5, IC3B=35, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL: 250.

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.