

**CASHIER**  
(Albany Housing Authority)

**DISTINGUISHING FEATURES OF THIS CLASS:** This is routine public contact and clerical work involving responsibility for receiving, issuing receipts, disbursing and accounting for moderate to large amounts of money rapidly and accurately. The work is performed under general supervision and in accordance with prescribed procedures. The work is checked by spot check observation of a supervisor or by another step in the account-keeping process. General supervision may be exercised over clerical assistants.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Receives and records receipt of moderate to large amounts of money over counter or by mail in payment for a variety of bills and obligations;
- Balances monies received against posted and receipts issued;
- Prepares deposit slips, bundles and seals monies for delivery to bank and if required makes bank deposits;
- Computes interest or penalty charges;
- Makes change and issues receipts for money received;
- Performs incidental clerical and account-keeping tasks;
- May be personally responsible for shortages incurred;
- Answers routine requests for information concerning consumer billing;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE, KNOWLEDE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern methods used in receipting and accounting for moderate to large sums of money;
- Good knowledge of office terminology and procedures;
- Good knowledge of business English;
- Good knowledge of personal computers and office equipment;
- Ability to rapidly receive and record moderate to large sums of money;
- Ability to make arithmetic computations rapidly and accurately;
- Ability to write legibly;
- Ability to deal with the public;
- Mental alertness;
- Good judgment;
- High degree of accuracy;
- Integrity;
- Tact and courtesy;
- Initiative;

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- Resourcefulness;
- Good hearing and eyesight;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from high school and three (3) years of clerical experience; **OR**
- b) Four (4) years of clerical experience; **OR**
- c) An equivalent combination of training and experience as indicated in (a) and (b) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Must be eligible for “bonding” by a commercial Bonding or Insuring Company.