

Class Code:
Approved by City Council: 1/20/04

City Hall Unit
Non-Exempt

CITY OF FONTANA CASHIER

DEFINITION: Under general supervision, this position collects fees for the Accounts Receivable section of the Business Services Division; provides information to the public; accepts and processes applications for dog licenses, passports, yard sales and business licenses. Additionally, the position processes daily incoming mail within the section and assists in the maintenance of files and related work as required and assigned.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Accurately collect and record the required fees.
- Prepare accurate daily cash records and reports.
- Add, subtract, multiply and divide numbers.
- Communicate clearly and concisely, both orally and in writing.
- Be punctual and responsible in the performance of assigned duties.
- File both alphabetical and numerically.
- Establish and maintain cooperative working relationships with co-workers and others encountered in the workplace.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: The position requires prolonged standing, walking, sitting, reaching, twisting, bending and stooping in the performance of daily activities. The position also requires repetitive hand movement and coordination in preparing reports utilizing a computer keyboard. Acute hearing is required when assisting customers either in person or telephonically, as well as having good far and near vision when preparing and reading reports and/or other work related documents.

EXPERIENCE AND TRAINING: A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of the appropriate handling of monies as well as effective communication techniques. At least one year of paid or voluntary experience in the handling of money is required.

EDUCATION: Graduation from High School or the equivalent.

SUPPLEMENTAL INFORMATION: Incumbents must be available to work a flexible schedule. The successful candidate will be required to pass a physical examination to include a drug screen, as well fingerprinting and a basic Police background investigation.