

SNOHOMISH COUNTY JOB DESCRIPTION

CASHIER, TRAINEE

Spec No. 6024

BASIC FUNCTION

Learn to receive, verify, process, record and balance cash, checks and other moneys.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Learn to receive, verify, and process tax payments, excise tax affidavits, title fees and various other payments; collects cash, checks and warrants and returns correct change and receipts; enters transactions on video display terminal.
2. Learn to receive funds from other county departments; verifies amounts, issues deposit receipts; enters transactions computer.
3. Learn to receive, verify and balance redeemed warrants; reconciles warrant registers to various accounting records; calculates interest due.
4. Learn to microfilm and endorse checks; maintains film files; performs routine maintenance of microfilm equipment.
5. Learn to provide assistance in the daily reconciliation of cash; identifies, researches and corrects discrepancies as necessary.

STATEMENT OF OTHER JOB DUTIES

6. May assist other employees in the department with data entry, research or other tasks.
7. Performs related duties as required.

MINIMUM QUALIFICATIONS

One (1) year of office experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must be bondable. Must pass job related tests.

SPECIAL REQUIREMENTS

Trainee will be promoted by reclassification to Cashier upon successful completion of in house training program.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures.

SNOHOMISH COUNTY JOB DESCRIPTION

CASHIER, TRAINEE

Spec No. 6024

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- perform mathematical computations;
- meet deadlines and cope with interruptions;
- establish and maintain effective working relationships with superiors, associates and the general public;
- deal tactfully and courteously with the public;
- learn, analyze and categorize data rapidly and accurately;
- learn basic bookkeeping practices and procedures.

SUPERVISION

The employee receives direction from an administrative superior as assigned.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1994
EEO Category: 6 – Administrative Support
Pay Grade: 305 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous