

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i>	Cashier Clerk – Financial Services	<i>BOT Date:</i>	10/1/96
<i>Level:</i>	L	<i>FLSA Status:</i>	Non-exempt
		<i>Class Code:</i>	N1204
		<i>Adm. Rev:</i>	

GENERAL DESCRIPTION

Receives, counts, and balances payments received from students, scholarships, or other third party billings. Assists with petty cash for all departments on assigned campus. Opens and closes office, and may provide backup to supervisor during absences.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Receives, counts balances and reports cash and negotiable instruments for payment of bills. Enters bills on validating or cash receipting machine.	35%
2.*	Makes daily settlements of monies. Checks and balances cash and negotiable instruments against receipted copies of bills and register tapes. Posts to a daily settlement form and counts and bands monies.	30%
3.	Assists with petty cash disbursements and reconciliations.	5%
4.	Assists with payroll distribution.	5%
5.	Files records and reports and performs other related clerical work. Stocks shelves.	10%
6.	Ensures coin changers in campus library are stocked with change.	5%
7.	Assists with off-campus collection of fees when required.	5%
8.	May serve as backup to supervisor during absences, and may open and close office.	5%
9.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

Position Title: Cashier Clerk – Financial Services	Class Code: N1204	Position Level: L
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	High School Diploma or GED required.	
<i>Work Experience:</i>	0 to 1 year prior related work experience required.	
<i>Planning Scope:</i>	Plans events that are expected to occur within a few working days.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or equivalent.	
<i>Impact on Budgets:</i>	No impact on budgets.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are limited to position.	
<i>Complexity:</i>	Work consists of a few repetitive duties. Tasks are restricted in scope, well-defined and clearly-prescribed; standard procedures guide all work.	
<i>Decision Making:</i>	Little, if any, independent judgment or decision-making is required.	
<i>Problem Solving:</i>	Work tasks are well-defined with clearly stated directions and guidelines. Problems are solved by reporting them to a supervisor.	
<i>Communication with Others:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information.	
<i>External Contacts:</i>	Occasional contact with outside agencies and the general public, supplying or seeking information.	
<i>Level of Supervisory Responsibility:</i>	None required.	
<i>Job-Related Knowledge:</i>	Requires intermediate skills with knowledge of office or operational procedures. Performs basic typing/word processing, bookkeeping, checking of records and posting of information to a database/spreadsheet, following instructions.	
<i>Innovation/Creativity:</i>	Ideas contributed affect primarily the position. Opportunities for innovations are rare.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minimal physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	