



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

N/A

**BARGAINING UNIT:**

N/A - Intermittent

**Cashier**

**SERIES PURPOSE:** The purpose of the Cashier occupation is to receive money and keep records of financial transactions.

**CLASS CONCEPT:** The class works under immediate supervision and requires some knowledge of arithmetic and record keeping in order to receive money, operate computer workstation and cash drawer, make change, and keep records of financial transactions.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Receives money from sales, payments of fees, and other financial transactions; operates computer and cash drawer; makes change; processes checks; maintains daily records of all transactions.

Answers telephone to provide information; writes receipts; answers correspondence; maintains documents and files.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: basic mathematic principles.

Skill in: operation of computer.

Ability to: maintain a cash drawer; carry out simple instructions; read, copy, and record figures; answer routine telephone inquiries.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; one year of experience performing cash handling duties; strong organizational and customer service skills; basic computer skills.

Effective 11/05/2024

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**UNUSUAL WORKING CONDITIONS:** Limited hours throughout the semesters.