**Cashier**

Annual Salary $26,265.63

Applications and resumes must be submitted to the Township of Edison HR Dept., 100 Municipal Blvd, Edison NJ 08817 on or before May 14, 2020

Under supervision, performs typing and other related clerical duties requiring working knowledge of department/division rules, regulations and policies. Does related work as required.

**Note:** The examples of work for these titles are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**Examples of Work:**

Opens, time stamps, sorts, numbers and distributes mail; addresses, stamps and mails envelopes and other mail.

Sorts, indexes and files checks, cash stubs, vouchers, requisitions, or other materials numerically, alphabetically, or according to other predetermined classification, and maintains such files.

Composes and types correspondence.

Prepares and keeps records.

Operates numbering, time, stamping and dating machines.

Sorts and files cards, letters, forms and other documents.

Gives information according to department regulations in person and by telephone.

Answers telephone and takes messages accurately.

Maintains mailing lists.

Assists in locating and compiling data for reports.

Compiles and tabulates numerical data.

Operates office machines and equipment, including typewriters, computers, copy machines and other machines as required.

Maintains essential records and files.
Organizes assigned clerical, typing and other related work and develops effective work methods.

Reviews, checks and certifies reports, applications and other documents for correctness.

Composes answers to routine letters and prepares other letters in accordance with office routines and regulations.

Does typing accurately and rapidly either on a typewriter or computer.

Records varied types of data accurately.

Keeps tickler files up-to-date.

Receives, reviews and adjusts complaints.

Prepares records, requisitions, estimates, statistical information, receiving records and inventories.

Answers non-routine inquiries for information originating within and without the agency in accord with agency policy and regulations.

Does typing of a legal, technical, statistical and/or tabular nature requiring the use of judgment in making determinations regarding matters of form and arrangement.

Prepares statistical, financial and other reports.

Assist in requisitioning, storing and distributing office supplies.

Gives information, according to department regulations, in person and over the telephone.

Copies, assembles and staples materials for distribution.

Fills in and checks form letters, circulars and forms as directed.

Looks up needed information.

**Requirements:**

Experience in handling money and experience in basic keyboarding either on the typewriter or computer.

For Senior Cashier promotion, one (1) year as a Cashier. Upon verification of requirements, promotion will take effect the following July 1.
For Principal Cashier promotion, one (1) year as a Senior Cashier. Upon verification of requirements, promotion will take effect the following July 1.

**Knowledge and Abilities:**

Knowledge of office methods, practices, routines, machines, equipment and of the internal organization after a period of training.

Ability to comprehend established office routines and regulations and apply them to specific cases in accord with established procedures.

Ability to organize assigned clerical, typing and supervisory work and develop effective work methods.

Ability to type accurately and rapidly.

Ability to work cooperatively with associates and supervisors and with that portion of the public interested in or concerned with the work of the office.

Ability to keep records of varied nature and complication.

Ability to use and properly care for office machines and equipment.

Ability to prepare clear, concise and appropriate business documents in accord with office regulations, policies and procedures.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

Ability to use correct English and to spell correctly.

**Knowledge and Abilities (from Clerk):**

Knowledge of office routines, equipment and practices.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to make arithmetic calculations and tabulations.

Ability to understand, remember and carry out oral and written directions.
Ability to learn quickly from oral and written instructions and from demonstrations.

Ability to work effectively with associates, supervisors and members of the public concerned with the work of the department.

Ability to sort, index, file and pull varied types of materials using an established filing system.

Ability to use and care for office machines and equipment, including duplicating and calculating machines.

Ability to use varied common office machines in temporary assignments, where skill and speed are not a primary requirement and special training is not necessary.

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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