

CLASS TITLE:

TELLER

Class Code: 02411200

Pay Grade: 15A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To receive and/or disburse currency and checks according to established procedures and maintain simple records thereof; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior from whom specific assignments are received; work is checked usually upon completion by reconciling cash taken against cash register total and money paid is checked against authorized vouchers.

SUPERVISION EXERCISED: Usually none, but during rush periods may supervise a small number of temporary employees engaged in receiving and accounting for money and checks received or disbursed.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the receiving and receipting of money and checks with accuracy and speed.

To balance receipts periodically against the register tape and other receipted documents.

Or, to be responsible for the making of cash payments in accordance with established procedures.

To sort and count currency, coins, checks and similar items.

To make notations on checks or other documents for proper identification.

To prepare deposit slips and other necessary reports or records pertaining to the receiving of monies.

To prepare necessary reports or records pertaining to cash disbursements.

To perform routine clerical work at times.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the procedures and practices used in handling and accounting for the receipt and disbursement of monies and the ability to apply these practices and procedures; a considerable speed and accuracy in counting money; the ability to maintain and check accurately cash accounting records; the ability to detect irregularities in checks, vouchers or similar cash items; the ability to deal courteously with the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from senior high school, including or supplemented by completion of courses in commercial arithmetic.

Experience: Such as may have been gained through: employment involving the handling and accounting for substantial amounts of currency, coins, checks and similar items in a bank, hotel, railroad ticket office or in a mercantile establishment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class revised: December 28, 1968

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