CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 9/13/13 de **ANNOUNCEMENT NO. 100**

PRINCIPAL CASHIER **(OPEN)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **$14.66- $23.74** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, SEPTEMBER 27, 2013 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 3, 2013.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 3, 2013

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: WRITTEN TEST Applicants will be notified of the time, date, and place of the exam by U.S. Mail.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under general supervision, has charge of responsible work involved in the receiving and disbursing of money. Supervises and inspects the work of Cashiers. Performs related duties as required. TYPICAL TASKS: Supervises and inspects the work of Junior and Senior Cashiers. Supervises and assists in the receiving, paying, and banking of public funds. Maintains books showing daily treasury balances receipts, disbursements, and deposits. Prepares daily and periodic reports in connection with the handling of cash. Supervises the preparation of cash payrolls and the paying of employees. Pays out salary advances and attachments. Receives payments from customers for services rendered. Checks and proves Cashiers' daily reports. Supervises petty cash and other funds. Maintains necessary treasury accounts. Approves disbursement voucher checks prior to signature and issuance. Handles collections of principal and interest in connection with bonds and other treasury securities. Receives, deposits, disburses, and accounts for moneys handled in connection with pension funds. Supervises treasury accounting activities in connection with collateral posted by depositories for safeguarding public moneys on deposit. Makes collections and receives settlements from receiving Cashiers. Reconciles payroll checks with payroll reports. Assists and acts for the Deputy Treasurer as authorized. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. An Associate's Degree in Accounting, Finance, or related field from an accredited college or university is required. Two years of full time paid cashier experience is required. In addition, one year of full time paid supervisory experience is required. (Substitution: One year of experience may substitute for each year of college lacking.)

NOTE: Applicants will be required to pay a $10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER