

The University of Akron
Classification Specification

Job Title:	Cashier Assistant	Job Code:	42211
Job Function:	Staff	Grade:	111
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	1/1/04;7/1/99

Job Summary:

Assist cashier during peak registration times by processing mail and invoices.

Essential Functions:

60% Open and sort mail for further distribution to appropriate department. Prepare invoices for mailing on a daily basis.

30% Process various payments for deposits that may include fees such as tuition, parking permits and fines, financial aid, and installment loans.

10% Answer phones and provide information in response to routine inquiries.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None.

Experience:

Requires up to 6 months experience as a cashier. Basic computer skills including spreadsheet and word processing capabilities along with customer services skills required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.