POSTING DATE: December 1, 2015
REMOVAL DATE: December 8, 2015

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Cashier (Day Shift 8:30am – 4:30pm)
Municipal Court, Traffic Division
Unionized through A.F.S.C.M.E. DC 33 – Local 696

(Open to Promotion, Transfer, and New Hires)

SALARY: $31,285 - $33,949 (T7)

FILING DEADLINE: Tuesday, December 8, 2015 at 4:00 pm

REQUIREMENTS:

1. High school diploma or equivalent.
2. One year of experience receiving or disbursing cash and/or negotiable instruments involving large sums and daily accounting of transactions.

OR

3. Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a high school diploma or equivalent.
4. Successful completion of a written exam.
5. Satisfactory completion of a six-month employee orientation period.
6. City of Philadelphia residency required within six months of successful completion of orientation period.
7. Ability to perform the essential functions of the position.
8. Credit history check required.

GENERAL DEFINITION:

This is public contact work performing a significant volume of over-the-counter transactions in the receipt and recording of cash, checks and other negotiable instruments on payment of filing costs, fines and fees. ***The cashier is held accountable for his or her shortages and overages, is responsible for repayment of any monetary shortages that are incurred by him/her, and may face progressive disciplinary action as a result thereof.*** Related clerical duties may be performed in an ancillary capacity. Work is performed under the supervision of an administrative supervisor. Assignments are limited in nature and are carried out in accordance with instructions and established routines. The employee is responsible for the efficient operation of a payment window in the Traffic Division.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Staffs a receiving window used by the general public to make cash, check or credit card payments to the court for fines, filing charges, and/or fees, counts cash payments and verifies correct information on checks.
- Compares payment to amount owed.
- Validates fee bill on validating machine.
- Separates fee bills and issues receipt to payer.
- Makes change as needed.
- Maintains daily ledgers of each transaction.
- Makes daily settlement by reviewing and balancing receipts and receipted bills.
- Posts payments to settlement document.
- Operates personal computer and/or a validating machine.
- Performs related work as required.

ENVIRONMENTAL CONDITIONS:

- Standard clerical office conditions.
- Direct contact with diverse court clientele.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of eTIMS operating system.
- Knowledge of office procedures, methods and equipment with particular reference to receiving and accounting for cash.
- Business arithmetic.
- Ability to operate personal computers and validating machines.
- Ability to make cash transactions rapidly and accurately.
- Ability to make rapid and accurate arithmetic computations.
- Ability to learn and, within a reasonable time, apply rules and regulations pertaining to a variety of cash transactions.
- Ability to establish and maintain effective working relationships with associates and the general public.

The First Judicial District is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.