

Minimum Qualification Specifications
for the Classes:

CASHIER I and II

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table, or any equivalent combination of training and experience:

| Class Title | General Experience (years) | Specialized Experience (years) | Total (years) |
|-------------|----------------------------|--------------------------------|---------------|
| Cashier I | 2 | 0 | 2 |
| Cashier II | 2 | 1 | 3 |

General Experience: Work experience which involved posting a variety of information onto records and/or forms, and reviewing, checking, sorting and filing records, forms, reports, etc. Such experience must have demonstrated knowledge of arithmetic and required the ability to read, understand and follow oral and written instructions, communicate orally and in writing, and make arithmetic computations.

Specialized Experience: Applicants must possess a combination of one or both of the following kinds of experience:

- A. Cashiering experience; or
- B. Work experience which involved the review and posting of fiscal data to records of fiscal transactions (e.g., revenue ledgers, expenditure ledgers, etc.).

Public Contact Experience: At least six (6) months of the total experience required must have included experience involving contact with the public. (No substitution will be permitted for this type of experience.)

Substitutions Allowed

1. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English and mathematics, may be substituted for General Experience on the basis of fifteen (15) semester credit hours of successfully completed coursework for six (6) months of experience, up to a maximum of two (2) years.
2. Education in a baccalaureate degree program at an accredited college or university may be substituted for General Experience on the basis of fifteen (15) semester credit hours of six (6) months of experience, up to a maximum of two (2) years.
3. Successful completion of a substantially full-time bookkeeping or accounting curriculum at an accredited business or technical school, community college, college or university, may be substituted for Specialized Experience on the basis of fifteen (15) semester credit hours of satisfactorily completed coursework for six (6) months of experience, up to a maximum of one (1) year, provided the fifteen semester credit hours included at least three (3) semester credits in bookkeeping, accounting or auditing.
4. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for the classes CASHIER I and CASHIER II, which were approved on May 17, 1976.

DATE APPROVED: 9/24/2012



for BARBARA A. KRIEG, Director
Department of Human Resources Development