

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MOTOR VEHICLE CASHIER

Position Code: K6500

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, performs responsible cashier duties at a Vehicle Services sales area involving the receipt of monies in connection with the processing of a variety of vehicle title and registration applications, the validation of such fees and applications, and the over-the-counter issuance of license plates, stickers and ID cards to the general public, companies, dealers and remitters.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Verifies information and fees; determines proper classification and validates vehicle service related documents including title and registration applications for a variety of classifications and types of motor vehicles; issues license plates, stickers and ID cards to the general public, trucking companies, dealers and remitters.
2. Balances validation machine with total sales insuring that checks and cash match totals on validation tapes.
3. Takes daily inventory of stickers and plates balancing with daily sales.
4. May assist in training novice cashiers.
5. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school and one year of related experience of a clerical nature preferably including the operation of a validation machine.

Knowledge, Skills and Abilities

- Requires extensive knowledge of office methods, practices and procedures.
- Requires working knowledge of inventory recordkeeping methods.
- Requires ability to operate a validation machine rapidly and accurately.
- Requires ability to operate in an independent manner.
- Requires ability to work under stress situations.

MOTOR VEHICLE CASHIER (Continued)

- Requires ability to make complex arithmetic computations.
- Requires ability to deal tactfully with the general public.
- Requires ability to communicate both orally and in writing.
- Requires ability to understand and follow oral and written instructions.
- Requires ability to make change in a cash transaction.
- Requires ability to balance monies with machine tape totals.
- Requires ability to operate a ten-key adding machine rapidly and accurately.

Approved by the Secretary of State Merit Commission - February 8, 1983

Effective - February 16, 1983

EXAMINATION INFORMATION

Tests and Weights: Written Test, 100%

Knowledge Tested: Comparing Bank Checks
 Public Relations
 Work Relations
 Office Methods & Procedures
 Communication Skills
 Office Calculations
 Alphabetizing & Number Sequences
 Reading Comprehension
 Applied Reasoning

Length of Eligibility: 1 year