



Civil Service Commission

CIVIL SERVICE ANNOUNCEMENT
CASHIER

The Springfield Civil Service Commission announces an OPEN-COMPETITIVE examination for the CLASSIFIED position of CASHIER in the Finance Department.

LAST DATE FOR FILING APPLICATION: January 30, 2017 \*Before 5:00 p.m.

PLACE FOR FILING APPLICATION: City Hall, Personnel Dept., 3rd Floor
76 East High Street, Springfield, Ohio 45502

DATE, TIME, AND PLACE OF EXAMINATION: February 9, 2017 at 5:30 pm
Clark State Community College, Brinkman Center
4th Fl Room (#405) to the right off the elevator down the hallway on the left.
100 S. Limestone St., Spfld OH 45502
\*Bring Drivers License for Identification
\*The use of a calculator is not permitted for this exam

PAY RANGE: \$ 12.13 - \$ 15.43 per hour

EXAMINATION CUT-OFF SCORE: 70%

This position involves the accurate acceptance of monies and recording of receipts and disbursements in an environment with a high degree of public contact and the ability to be courteous and tactful when dealing with the public. Requires considerable knowledge of modern office methods including Microsoft Word and Excel. Requires the ability to use a computer-based Sunguard (H.T.E.) accounting system to record financial data and prepare reports. Work involves the ability to learn the check imaging software.

Work includes acceptance through mail and by walk-in customers of payments for water and sewer service, revenue collections and income tax payments. Work is supervised by the Taxation & Revenue Collections Administrator on the basis of a review of daily receipts and deposits. This position requires graduation from high school or equivalent with experience handling money, making change and performing basic cashiering activities.

CREDIT FOR MILITARY SERVICE: Applicants who have been Honorably Discharged from active military in the armed forces of the United States are eligible to receive an additional credit of their cumulative passing score. Proof (i.e., a copy of the Honorable Discharge certificate or DD-214 specifying an Honorable Discharge) must be submitted with the application. No credit will be given if proof is submitted after the filing deadline.

Natalie Payton (handwritten signature)

Natalie Payton
Personnel Analyst

01/17/2017