



**CIVIL SERVICE
COMMISSION**

OPEN-Competitive examination for the **Classified** position of **CASHIER** in the Finance Department.

APPLICATION DEADLINE: September 25, 2020

HOW TO APPLY:

1. Email completed/signed application to apply@springfieldohio.gov
 - Download and SAVE "COS Fillable" application to drive, then open from computer (*do not fill out in browser*)
 - Submit application, resume, certs, etc. as ONE document (*Confirmation reply will be sent*)
2. Submit hard copy to City Hall, Personnel Dept., 76 E High St, Spfld OH 45502
 - Applications can be dropped off in [the Blue Utility Billing Box](#) located on Fountain Ave
 - Mailed applications must be postmarked by deadline, *ensure enough postage*

PAY RANGE: \$13.90 - \$17.70 hourly ***Benefits** (Paid time off, Dental, Health, Life, Retirement, etc.)

WRITTEN ASSESSMENT INFORMATION:

All applicants will be sent an exam notice by email (add the email address above to your contact list)

Cut-off score: 70% (*Additional credit for military service* - see application for details)

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 learn to use our computer-based Central Square Technologies database 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.

Natalie Payton
Personnel Analyst