

CITY OF UTICA  
**NOTICE OF VACANCY**

**THE CITY OF UTICA**  
announces that a vacancy exists in the City of Utica for  
**CASHIER**

**Salary:** \$35,200 - \$38,995

**Classification:** CSEA, Competitive Position  
Membership in the NYS Retirement System is Mandatory  
Eligible for Health Insurance and Dental Insurance

**DISTINGUISHING FEATURES OF THE CLASS:** This is important public contact work involving responsibility for receiving, receipting, disbursing and accounting for large amounts of money rapidly and accurately. The work requires the keeping of accurate control records of all money handled. Employees are responsible for shortages in their own work. The work is performed under general supervision in accordance with prescribed procedures. The work is checked by immediate observation or by another step in the account keeping process. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)  
Receives large amounts of money over counter or by mail in payment for a wide variety of bills and obligations;  
Prepares deposit slips, bundles and seals cash for delivery to bank and if required makes bank deposits;  
Computes interest or penalty charges;  
Makes change and issues receipts for money received;  
Pays out money on cash orders, warrants, vouchers and other approved authorization;  
Supervises the keeping of accurate control records of money handled for consolidation of deposits all allocation to proper accounts;  
Verified receipts and disbursements with related control records and posts to proper accounts;  
Compiles data for, prepares and analyzes receipt and disbursement control records and reports;  
Checks control records of receipts for arithmetic and clerical accuracy and completeness and proper extensions;  
Answers requests for information and conducts routine correspondence;  
Operates cash register, bookkeeping, calculating, computing, check writing and other office machines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**  
Thorough knowledge of modern methods used in keeping and checking financial receipt control records; good knowledge of office terminology, procedures and equipment; good knowledge of business English; ability to handle money rapidly and accurately; ability to detect counterfeit money; ability to understand and carry out oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to deal effectively with the public; ability to get along well with others; mental alertness; good judgement; a very high degree of accuracy; integrity; tact and courtesy; good hearing and eye sight. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**  
Graduation from High School or possession of a High School Equivalency Diploma and two (2) years of clerical experience of which one (1) year shall have been in public contact work involving the handling and accounting for large sums of money.

NOTE: Part-time experience will be pro-rated toward meeting the full-time experience requirement. The following criteria will be used in order to pro-rate experience.

- 08 - 15 hours per week ..... 1/4 time
- 16 – 23 hours per week ..... 1/2 time
- 24 – 31 hours per week ..... 3/4 time

**Applications:**  
Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

*For more information about this position, please call the Deputy Comptroller at (315) 792-0277.*

*This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.*

Applicants must be residents of the City of Utica.

**THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**  
It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.