

NEW YORK CITY TAXI AND LIMOUSINE COMMISSION
CITYWIDE JOB VACANCY NOTICE
REPOSTED

Civil Service Title: Cashier Level: I
Title Code: 10605 Work Location: Citywide
Office Title: Cashier Salary: \$16.79 - \$25.49 (New Hire)
\$19.31 - \$25.49 (Incumbent Rate)
Per Diem
Division/Work Unit: Financial Management No. of Positions: 1
Administration/Budget,
Accounting & Procurement
Unit

JOB DESCRIPTION

Under supervision, with little latitude for independent action or decision, performs cashier work of ordinary difficulty and responsibility. Accepts, has custody of and accounts for cash, checks, money order and credit card transactions and issues receipts for the payments of fines and fees.

QUALIFICATION REQUIREMENTS

- 1) Four year high school diploma or its educational equivalent and one year of full-time experience dealing with sums of money in such positions as cashier, sales cashier, bank teller, housing teller, railroad clerk, or toll collector;
- 2) Two years full-time experience equivalent to "1" above; or
- 3) Education and/or experience equivalent to "1" or "2" above. However, all candidates must have at least one year of full-time experience as described in "1" above.

At the time of appointment eligibles must qualify for bonding.

PREFERRED REQUIREMENTS

Prospective candidate must accurately verify and record all transactions and be able to work in a high volume transaction environment. Prospective candidate must have good verbal communication skills and be able to work with a diverse public. Work location in Manhattan and Queens. Prefer prospective candidate with at least one year of full time experience as a bank teller or sales cashier.

To apply please submit 2 copies of resume and 2 copies of cover letter to:
NYC Taxi and Limousine Commission
Carmen Rojas
Human Resources Division
33 Beaver Street – 22nd Floor
New York, New York 10004

Post Date: October 10, 2012	Post Until: October 26, 2012	JVN: 156-2012-101931
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer