

**INGHAM COUNTY  
JOB DESCRIPTION**

**CASHIER-FOC**

**General Summary :**

Under the supervision of the Assistant Friend of the Court/Operations, receives and receipts payments through the mail and from the counter and ensures that the proper case is credited. Responds to in-person, telephone and mail inquiries related to accounts, arrearages, and related accounting matters. Balances checks entered and cash received for the day.

**Essential Functions :**

1. Verifies docket numbers of cases and applies payments from checks received by mail for support, alimony, FIA reimbursement and fees by posting payments to the computer system. May require performing a search on the computer system to ensure that the proper case is credited.
2. Receives and examines checks, cash, and money orders presented at the counter, verifies docket number and issues receipts.
3. Follows-up on payments submitted with incomplete identification to determine the proper case to credit payments.
4. Answers inquiries regarding account information and/or directs calls to appropriate individuals. May require performing a look-up and printing ledger for distribution to clients.
5. Opens cash drawer daily. Batches, posts and balances total payments daily. Calculates daily deposits and compares tape total to computer system total.
6. Verifies cash drawer for change daily.
7. Batches and sorts incoming payments for entry.
8. Performs a variety of support tasks such as preparing mailings for clients to utilize for the mailing of payments, operating copying machine, operating postage meter, and performing related tasks.

**Other Functions :**

9. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications :**

**Education:** High school graduation or equivalent.

**Experience:** Six months of cashier experience, providing a knowledge of accounting and data entry.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from a computer.

Prolonged sitting while entering data to computer.

**Working Conditions:**

Works in office conditions and at a payment window.