



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: CASHIER	Grade: 10
Division: ADMINISTRATION	Job Code: 0117
Reports To: License Supervisor	FLSA Status: Non-Exempt

SUMMARY OF ESSENTIAL JOB DUTIES: Under the supervision of the License Section Supervisor, records all payments and prepares deposits for all monies collected by the Department. Must have an overall knowledge of license dealer accounts, revenue recording system, and the overall understanding of the License Section's responsibilities. Must stay informed and/or have the ability to understand and communicate hunting and fishing regulations. Provide customer service at the window or by phone. Must be able to issue all types of licenses and assist license dealers. Answer and route incoming phone calls.

JOB DUTIES:

Record all payments received by the Department.

Assemble and prepare deposit for all monies collected by the Department for licenses, magazine subscriptions, and miscellaneous items.

Update deposit reconciliation on computer and print deposit reconciliation reports.

Answer and route incoming phone calls. Be familiar with or have a basic understanding of hunting and fishing regulations.

Maintain deposit files.

Prepare miscellaneous monies for deposit for other divisions.

Responsible for ensuring integrity of financial reports of section.

Serve as mentor in training less experienced co-workers.

Assist with opening and validating incoming mail.

May be required to perform other duties as assigned by the License Section Supervisor.

Must have the ability to:

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends.

Requirements:

Education: Requires a high school diploma or comparable education.

Experience: Requires one year bookkeeping or directly related experience.

Knowledge and Skills: Requires knowledge in standard office record keeping. Skill in typing, operating a computer using word processing and Excel, and other office machines including: calculator, copy machine, telephone, fax, validating machine, laminating machine.