

Prepares bank deposits and returns uncollectible on daily basis. Issues memorandum to patrons about foreign currency regulations. Prepares daily inventory of currency, checks, and travelers' checks. Computes amounts on logbooks and reconciles totals with inventory report.  
GQE: 08.01.03 STRENGTH: 5 GED: R4 M4 L4 SVP: 5 DLU: 78

## 211.362-018 TELLER (financial) alternate titles: general teller

Receives and pays out money, and keeps records of money and negotiable instruments involved in financial transactions: Receives checks and cash for deposit, verifies amount, and examines checks for endorsements. Cashes checks and pays out money after verification of signatures and customer balances. Enters customer's transactions into computer to record transactions, and issues computer-generated receipts. Places holds on accounts for uncollected funds. Orders daily supply of cash, and counts incoming cash. Balances currency, coin, and checks in cash drawer at end of shift, using calculator, and compares totaled amounts with data displayed on computer screen. Explains, promotes, or sells products or services, such as travelers checks, savings bonds, money orders, and cashier's checks. May open new accounts. May remove deposits from, and count and balance cash in, automated teller machines and night depository. May accept utility bill and loan payments. May use typewriter, photocopier, and check protector to prepare checks and financial documents.  
GQE: 07.03.01 STRENGTH: L GED: R4 M3 L3 SVP: 5 DLU: 88

## 211.367-010 PAYMASTER OF PURSES (amuse. & rec.)

Pays purses (winnings) to owners of winning horses and receives deposits from owners for expenses at racetrack: Receives deposits from owners desiring to claim horses in claiming race and for racing expenses, such as entry and rider fees and stable expenses. Pays owners of winning horses amounts specified on official programs. Pays claiming price to sellers, pays racing expenses for owners, and debits accounts. Periodically balances owners' accounts. Notifies owners when accounts are overdrawn or writes checks to close accounts. Compiles and records information concerning ownership of horses for submission to racing officials.  
GQE: 07.03.01 STRENGTH: 5 GED: R4 M4 L3 SVP: 6 DLU: 77

## 211.382-010 TELLER, VAULT (financial)

Fills orders for currency and coins, and counts and records cash deposits in vault of commercial bank: Counts currency, coins, and checks received for deposit in vault from business or branch bank, by hand and using currency-counting machine. Totals currency and checks, using computer or calculator, to verify amount on deposit slip or other form. Records deposit in customer account record. Removes specified amount of currency and coins from vault and places cash in bag for shipment to business or branch bank. Records amount of cash shipped. Counts and records large denomination bills, mutilated currency, and food stamps, by hand and using currency-counting machine, for shipment to Federal Reserve Bank. Balances transactions for day, using computer or calculator, and records results.  
GQE: 07.03.01 STRENGTH: M GED: R4 M3 L3 SVP: 4 DLU: 88

## 211.462-010 CASHIER II (clerical) alternate titles: cash clerk; cashier, general; cashier, office; ticket clerk

Receives cash from customers or employees in payment for goods or services and records amounts received: Recomputes or computes bill, itemized lists, and tickets showing amount due, using adding machine or cash register. Makes change, cashes checks, and issues receipts or tickets to customers. Records amounts received and prepares reports of transactions. Reads and records totals shown on cash register tape and verifies against cash on hand. May be required to know value and features of items for which money is received. May give cash refunds or issue credit memorandums to customers for returned merchandise. May operate ticket-dispensing machine. May operate cash register with peripheral electronic data processing equipment by passing individual price coded items across electronic scanner to record price, compile printed list, and display cost of customer purchase, tax, and rebates on monitor screen. May sell candy, cigarettes, gum, and gift certificates, and issue trading stamps. May be designated according to nature of establishment as Cafeteria Cashier (hotel & rest.); Cashier, Parking Lot (automotive ser.); Dining-Room Cashier (hotel & rest.); Service-Bar Cashier (hotel & rest.); Store Cashier (clerical); or according to type of account as Cashier, Credit (clerical); Cashier, Payments Received (clerical). May press numeric keys of computer corresponding to gasoline pump to reset meter on pump and to record amount of sale and be designated Cashier, Self-Service Gasoline (automotive ser.). May receive money, make change, and cash checks for sales personnel on same floor and be designated Floor Cashier (clerical). May make change for patrons at places of amusement other than gambling establishments and be designated Change-Booth Cashier (amuse. & rec.).  
GQE: 07.03.01 STRENGTH: L GED: R3 M2 L2 SVP: 2 DLU: 81

## 211.462-014 CASHIER-CHECKER (retail trade)

Operates cash register to itemize and total customer's purchases in grocery, department, or other retail store: Reviews price sheets to note price changes and sale items. Records prices and departments, subtotals taxable items, and totals purchases on cash register. Collects cash, check, or charge payment from customer and makes change for cash transactions. Stocks shelves and marks prices on items. Counts money in cash drawer at beginning and end of work shift. May record daily transaction amounts from cash register to balance cash drawer. May weigh items, bag merchandise, issue trading stamps, and redeem food stamps and promotional coupons. May cash checks. May use electronic scanner to record price. May be designated according to items checked as Grocery Checker (retail trade).  
GQE: 07.03.01 STRENGTH: L GED: R3 M2 L2 SVP: 3 DLU: 81

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