

MAJOR FUNCTION

This is responsible work in collecting and accounting for large amounts of revenue. An employee in this classification independently schedules and performs coin revenue collections and accountability functions. Additionally, the employee is required to provide backup as a cashier, provide support in the mailroom, process parking ticket payments and assists in opening and closing the Cash Receipts section. Work is reviewed by a Supervisor-Customer Accounts through verification of financial records and general observation.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists in processing utility mail payments. Encoding checks that are sent to the bank. Collects, processes, and deposits city and state parking meter revenue while adhering to prescribed security methods and procedures. Maintains a record of meter collections. Assists in maintaining utility payment records. Assists in making deposits at various banks throughout the City. Maintains coin machines in clean and working order. Performs related work as required.

Other Important Duties

Keeps vaults neat and orderly. Maintains an inventory of supplies and materials used in work function. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Ability to maintain various routine reports and accounts within a database. Ability to learn cashiering systems and accurately handle large amounts of revenue. Ability to walk for long periods of time and various distances. Ability to carry heavy loads by hand. Ability to work out-of-doors under varying conditions and in inclement weather. Ability to make routine arithmetic computations and work in the microcomputer Windows environment. Ability to follow routine directions. Ability to work with little or no supervision. Ability to learn street names and locations of various government offices and financial institutions. Skill in the use of microcomputers and associated software, programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and one year of experience that includes cash handling, clerical accounting or customer service, or an equivalent combination of education and experience.

Necessary Special Requirements

Must be bondable.

Must possess a valid Class E State driver's license at time of appointment.

Revised: 08-06-80
06-15-89
01-11-90
10-07-98
10-10-03*
08-10-09*