

**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. The employee performs mailroom functions such as mail sorting/routing, receiving and delivery, and coordination with third-party carriers for both internal/external mail. This employee may also 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 the Revenue Operations Manager through verification of financial records and general observation.

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

Collect, sort, route, and deliver mail. Collect, process, and deposit city and state parking meter revenue while adhering to prescribed security methods and procedures. Maintains a record of meter collections. Supports processing utility mail payments. Assists in maintaining parking and utility payment records. Assists in making deposits at various banks throughout the City. Support and maintain revenue collection equipment. Performs related work as required.

**Other Important Duties**

Keeps storage and protected areas 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 follow oral/written instructions and routine directions. 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 work with little or no supervision. Ability to learn street names and locations of various government offices and financial institutions. Ability to read maps or use mapping equipment. 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, mail processing, 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.

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