

CLASS TITLE: REVENUE PROCESSOR

PURPOSE OF THE CLASSIFICATION: Under general supervision performs revenue payment processing, basic accounting and clerical, and other related assigned duties.

ESSENTIAL TASKS:

- Processes revenue payments, collects various types of tender, adjusts departmental accounts, verifies amounts and issues receipts
- Audits and balances register accounts
- Prepares bank deposit slips
- Researches and resolves discrepancies in register and daily account balances
- Researches and resolves customer inquiries, complaints and disputes
- Tabulates and reports information on received funds
- Assists with revenue system balancing and reconciliation
- Assists in training of new employees
- Explains relevant departmental policies to the public
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and two (2) years of general office experience, including one (1) year cash handling experience or experience in a closely related work field. Refer to the Revenue Processing Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Good knowledge of basic clerical duties and cash handling practices; good knowledge of basic bookkeeping practices; and good knowledge of billing procedures, City licensing practices, fees and taxes collected and Municipal Court/parking citations. Ability to operate CRT, cash registers, adding machines and calculators; ability to understand and follow verbal and written instructions; ability to work independently; ability to effectively communicate with and assist the general public and resolve conflicts in a positive manner; ability to establish and maintain effective working relationships with co-workers and other departmental personnel. Good verbal and math skills.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 10 pounds; may be subject to extended periods of standing; walking, sitting, reaching, balancing, bending, kneeling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in a fast-paced office setting; and subject to rotating eight (8) hour shifts and overtime including Saturdays and night court.

Class Code: 6541

EEO Code: N-06

Pay Code: OT-16

Group: Fiscal

Series: Account Clerical

Effective Date: June 12, 2003