CORRECTED COPY

CIVIL SERVICE JOB OPENING

February 23, 2015

Title of Position: Teller
Number of Vacancies: One (1) Provisional
Salary Range: $33,303 - $37,249
Location: Division of Water

Duties:
 Receives cash and checks in payment of taxes, sewer and water bills, license fees, refuse and recycling user fees, parking violation summonses and various other fees; counts cash receipts and prepares for deposit; prepares deposit slips for deposit of money and checks in banks; prepares daily reports for cash received; prepares items for computer and checks computer printout if not in balance with tape and money; Reconciles batch totals to added amounts, machine totals, drawer output and computer entry; Enters payments onto the computer system as part of an electronic cash register receipt/entry input mode; Researches payments for accurate application to proper accounts in the correct amounts owed; Operates receipting machines, adding machines, tickmeter, personal computers, CRT Terminals, etc; Prepares financial statements showing deposits, withdrawals and transfer of funds; Sorts and lists checks presented by banks and draws checks for payment of same; Operates remittance processor machine for transmitting receipts to the Division of Audit; Performs related duties as required.

Minimum Qualifications:

Promotional
 Continuous and permanent status in any city department as an Account Clerk, Account Clerk-Stenographer, Account Clerk-Typist, Project Cashier, Senior Account Clerk or Senior Account Clerk-Typist for one year.

Open Competitive
(A) Associates Degree from an accredited college, university, business or technical institute in Business Administration;

OR

(B) Graduation from High School, GED or Equivalency Diploma and two years of full time clerical experience; one year of which must have been involved with account keeping activities;

OR

(C) an equivalent combination as defined within the limits of A and B.

NOTE: Verifiable part-time experience will be pro-rated to meet the full time experience requirements.

All applicants must apply in writing for this position and specifically detail all experience and provide a copy of all required credentials. This application is to be submitted to Jason C. Shell, Administrator, 511 City Hall by Wednesday, March 11, 2015.

Steven J. Stepniak
Commissioner