

REVENUE PROCESSING ASSISTANTDEFINITION

Under general supervision, operates a variety of office equipment, including personal computers, computer terminals, and remittance processor, to process customer payments, transmit accurate revenue data to mainframe, and prepare receipts for deposit.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Sorts and distributes incoming mail; opens envelopes containing municipal utility, business tax, dog license, and other payments; sorts by payment designation and writes proper account numbers on checks; operates a 10-key adding machine to balance full, partial and multiple payments to ensure accuracy. Prepares routine letters to customers when payments need to be returned for additional information. Scans checks on remittance processor for transmission to mainframe. Verifies checks for matching encoded print and corrects any errors on scanner. Processes miscellaneous payments through cashiering system; balances receipts and checks to cashiering system total; prepares daily cash summary. Processes over-the-counter municipal utility payments and inputs into the municipal utility billing system; balances batches of payments to grand total. Processes business tax remittances and payments and inputs into the business tax system; balances payments. Processes all dog license payments. May assist with spreadsheet applications, and research of bank deposit adjustments relating to payments processed through scanner. Performs typing and filing functions as needed. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The work of this class is responsible, specialized clerical work involving the accurate operation of an on-line personal computer, automated remittance processor, micro encoder and other office machines. Duties require previous clerical experience in the operation of computers and in the processing of payments in a municipal billing system, and involve the application of independent judgement based upon knowledge gained through experience. Work is reviewed through observation and audit of daily cash reports. Supervision is provided by professional accounting staff in the Treasury Division.

MINIMUM BASIC QUALIFICATIONS

Experience and education equivalent to graduation from high school and six months of experience in a municipal revenue processing environment or any equivalent combination of training and experience which provides the desirable knowledge, skills, and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: operation of on-line terminals and related computer equipment; general clerical procedures including coding and comparing information; general aspects of municipal billing systems.

Skill in: operation and care of computers and other office equipment.

Ability to: make accurate and rapid computations and comparisons; operate computers and other automated equipment including remittance processor and optical scanner; type at a corrected rate of 20 words per minute; enter data accurately; operate a calculator and 10-key adding machine; process municipal payment/information accurately and prepare cashier's daily report; understand and carry out instructions and perform assignments without close supervision; establish and maintain effective working relationships with fellow employees.

DESIRABLE CHARACTERISTICS

The successful performer is proficient in the use of automated equipment, enjoys working independently, and takes pride in completing routine tasks quickly and accurately. This proactive self-starter is detail oriented and enjoys tracking down and eliminating errors from daily reports, statements and transmissions to the mainframe.

Class title established per Council Resolution No. 96-104,  
effective 12-1-96

Class specification reviewed: 10/03  
ADA Approved: 10/03