

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV33002</b>
<b>Job Class Code:</b>	<b>020</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>06</b>	<b>Grade:</b>	<b>10</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>12/20/84</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/96</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Revenue Series

**JOB CODE TITLE:** REVENUE CONTROL INFORMATION TECHNICIAN

**HRIS TITLE:** REVENUE CTRL INFO TECH

**WORK DESCRIPTION:** Greets and assists applicants for services at a State agency public counter; provides information related to the work system; receives cash, checks, other forms of remittance and related source documents over the counter; reviews for necessary information and accuracy of computations; operates an electric cash register to process transactions; makes change; issues receipts; reconciles cash receipts and cash balances; prepares deposits and posts cash receipt records; may be required to type; may serve in a lead capacity.

**WORK ACTIVITIES** interviews applicant for services, noting essential identifying information, and applicant's need and reason for applying.

Gives and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone or by direct personal contact.

Explains application form and application procedures to applicant.

Receives and accounts for monies of specified amounts; compares monies tendered to amount due as shown on billings, invoices, other related source documents, or applicable fee schedule; issues hand written or mechanically produced receipts.

Operates an electronic cash register to record revenue receipts; encode documents, endorse checks, issue receipts, and produce cash receipt reports; applies appropriate codes when entering transactions to register.

Adds daily (or periodically) money receipts and balances (compares) cash or known figures for verification.

Examines fiscal related source documents to ensure that all necessary information is complete and accurate

Examines applications for licenses to assure that all information requested is included and in proper format.

Records payments received in journals of record on an ongoing basis.

Gathers and compiles data into statistical information to meet requirements or periodic or other reports according to established procedures.

Sorts and packages monies, types or writes deposit forms for bank and pay-in vouchers for state treasurer's office, transmits deposits on a daily (or periodic) basis.

Periodically transmits records of money received to accounting section for bookkeeping and auditing.

Composes correspondence dealing with rather highly prescribed or standard subject material, giving information, requesting information, or replying to inquiries; may type correspondence.

Receives and separates incoming mail for work unit or for combination of work units within a work organization.

Performs related work as required

**WORK CONDITIONS:** Continuous public contact with constant pressure; long periods of standing.

**SUPERVISION:** Works under general supervision.

**WORK RESULTS/PRODUCTS:** Revenue recorded and deposited daily; cash receipt reports; licenses; registrations, permits and vital records issued; informed public.

**RESPONSIBILITY:** For the accuracy and timeliness of work products; for the security of cash receipts, applications, and licenses.

**AUTHORITY:** To reject incomplete and incorrect documents

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGES** of laws, rules and regulations relating to agency revenue sources; Knowledge of policies and procedures established for the work unit; the agency's accounting and data processing systems as they relate to the recording of cash receipts; cash deposit procedures established by the State Treasurer's Office; basic arithmetic computation methods.

**SKILLS/Abilities to:** interpersonal relations as they relate to the work unit and the general public; handling cash receipts in an accurate and efficient manner; operating an electronic cash register and a 10-key calculator; applying laws, rules, regulations, policies and procedures applicable to the work unit; reviewing documents for necessary information and accuracy of computations; applying basic arithmetic computation methods.