

050004/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: Revenue Representative

DEFINITION

Under general supervision, to receive and disburse cash and to process payments that involves posting, checking entries and balancing accounts for municipal services, licenses, permits, and taxes; to perform a variety of general clerical tasks; and to do related work as required.

REPORTS TO: Treasury Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Treasury Supervisor.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Open, sort and validate mail payments for municipal utility services, assessments and related transactions.
- Post entries from supportive records and balance against other records.
- Receive money from utility service customers and others for payment of services and related transactions, and issue receipts.
- Review and verify general accuracy and acceptability of input data and maintain and control utility and other payment records for audit control and research.
- Perform control function tracing errors and initiating corrections prior to final balancing.
- Balance cash on hand against receipts, prepare deposits, check balances and reconcile cash statements.
- Sell certain municipal licenses, code books and documents, and permits according to prescribed procedures.
- Perform other related clerical tasks.

QUALIFICATIONS

Knowledge of:

- Methods of handling, receipting and maintaining records of money received and disbursed.
- Principles and practices of bookkeeping, balancing and cash control.
- Modern office methods, procedures and equipment used in processing cash.
- Basic operation of computer and computer type equipment.

Ability to:

- Make rapid and accurate arithmetic calculations.
- Operate cash registers, adding machines, typewriters, encoder, microfilm, proof machine, other standard office machines and computer type equipment.
- Understand and carry out oral and written instructions.
- Successfully meet the public as a representative of the City and create a favorable impression.
- Work well with co-workers creating a team atmosphere conducive to work related time constraints.
- Work independently in the absence of, or with minimal supervision.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade.

Experience: One year of experience as a cashier or teller in handling and accounting for large sums of money.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Revenue Representative

TO: Lead Revenue Representative