

Treasurer of State
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Teller	<u>SERIES NO.:</u> 1621T
<u>MAJOR AGENCIES:</u> Treasurer of State	<u>EFFECTIVE DATE:</u> 05/02/1993

SERIES PURPOSE: The purpose of the teller occupation is to process all monies received by the state, generate financial reports & negotiate state warrants.

This classification is to be used by the Treasurer of State only.

CLASS TITLE: Teller

CLASS NUMBER: 16211T

CLASS CONCEPT: The full performance level class works under general supervision & requires considerable knowledge of bookkeeping & skill in operation of computerized cash register or personal computer in order to receive, verify & receipt all revenue vouchers & deposits to State Treasury & all state custodial accounts.

CLASS TITLE: Teller	CLASS NUMBER: 16211T	BARGAINING UNIT: 55
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EFFECTIVE DATE:
05/02/1993

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Pays-in (i.e., receives, audits & receipts) all revenue vouchers & deposits to State Treasury & all state custodial accounts (i.e., receives & verifies all cash received by state; collects monies owed to treasury from state agencies as result of returned deposit items by accepting cash, check or reducing current revenue voucher as payment; reads & audits state & custodial revenue vouchers prepared by state agencies & other public entities that maintain accounts within Treasury in order to detect & identify discrepancies with actual deposits; notifies agency representatives of errors & discrepancies, assesses type & extent of problem & determines appropriate corrective action; enters all deposit information into computerized revenue system; receives, counts & verifies bearer & registered state bonds & coupons presented for redemption by financial institutions & investment brokers; receives & properly routes other cash items (e.g., return deposit items) for further processing).

Prepares detailed & complex financial reports & generates important source documentation for entries to general ledger (e.g., on computerized revenue system, records multiple identification codes & data for all funds & accounts, reads & checks all system entries (i.e., figures, totals & codes) for accuracy & completeness, generates daily accounting reports for all state & custodial accounts, balances accounts daily, identifies & resolves out-of-balance problems using variety of tracking procedures & information from multiple sources such as revenue vouchers, checks, check tapes & encoding tapes, generates daily reports on cash received & cash drawer activity).

Cashes state issued negotiable instruments from all warrant writing authorities (e.g., OBES, BWC) using discretion (e.g., verifies payee authenticity & genuineness & status of warrant with issuing authority as necessary to prevent loss of state assets, keeps accurate records of all cash disbursements & enters all cash drawer transactions into computerized cash register program via personal computer).

Issues custodial account checks using highly negotiable blank/signed state checks; determines proper authorization from account holder, verifies accounts cash balance, retotals checks written to verify check accuracy against requisition & balances actual checks for distribution back to requesting agency; makes & balances deposits to & disbursements from consolidated check clearing account.

Carries out & explains policies & procedures to general public, state agencies, treasury departments, banks & investment brokers, explains procedures & resolves problems regarding account information & other technical, specialized practices for depositing & disbursing monies from State Treasury & follows all internal & external security procedures in place for protection of considerable state assets.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting or accounting for bookkeepers; state, federal & agency policies & procedures regarding state & custodial deposits & commercial transactions*. Skill in operation of computerized cash register or personal computer; calculator. Ability to apply principles to solve practical everyday problems; read & record figures accurately; add, subtract, multiply & divide whole numbers; maintain accurate records; code items from one symbolic for to another; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 high school or college level courses or 6 mos. trg. or 6 mos. exp. in accounting or accounting for bookkeepers; 6 mos. trg. or 6 mos. exp. in operation of computerized cash register or personal computers & calculator.

-Or 6 mos. exp. as Cashier, 16111 or Account Clerk 1, 16511.

-Or 6 mos. exp. as bank teller or other position that involved handling cash (e.g., running cash register).

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work in security sensitive environment, behind bullet proof glass; subject to threat of robbery at all times.