



**Title: Revenue Clerk**

FLSA Status: NON-EXEMPT

**BRIEF DESCRIPTION:**

The purpose of this position is to process, deposit and report all transit revenues. This is accomplished by processing fare revenues; processing and recording all related data; maintaining tickets in fare vending and money change machines performing transit station reconciliations; and preparing currency and coin for deposit. Other duties include ordering supplies and other related clerical assignments.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	M	Performs fare collection from vending machines; fills ticket stock; resets out-of-service vending machines; replaces full coin and currency boxes for empty boxes; drives station routes to service vending machines.	25%
2	M	Performs revenue processing; empties coin vaults; pulls and stacks bins from bill vaults; processes currency and coins through sorter; reconciles bag totals; sorts tickets for shredding.	55%
3	S	Provides general clerical support; enters data into spreadsheet; completes forms and deposit slips for currency bags; responds to electronic correspondence; answers telephone; orders supplies; makes copies; performs minor maintenance on revenue equipment including cleaning of coin and currency counters/sorters.	20%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	High School Diploma or GED equivalent.
Experience	Minimum of one (1) year of previous cash handling experience.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Basic – Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic – Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic – Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names and addresses Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Possession of a valid California Class C Driver’s License and good driving record is required.

KNOWLEDGE
<ul style="list-style-type: none"> <li>• Record keeping and filing methods and systems</li> <li>• Basic mathematics</li> <li>• Principles and methods of cash handling</li> <li>• Practical application of computers and peripheral equipment</li> <li>• English grammar, punctuation, spelling, and usage</li> <li>• Standard office machine usage</li> <li>• General methods of tactful public communication and customer service practices</li> </ul>



<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Basic word processing, spreadsheet, database and e-mail software.</li> <li>• Specialized software related to functional area.</li> </ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Learn, understand and apply District and departmental operating policies, procedures, systems, and methods</li> <li>• Learn to perform basic clerical accounting tasks including cash audits.</li> <li>• Understand and follow verbal and written instructions</li> <li>• Organize information clearly and precisely</li> <li>• Handle all internal/external contacts with courtesy, diplomacy, and tact.</li> <li>• Establish and maintain effective working relationships with employees and external contacts</li> <li>• Effectively deal with difficult people and situations</li> <li>• Prioritize and deal with conflicting workload requirements</li> <li>• Communicate clearly and concisely in English both orally and in writing</li> <li>• Apply customer service skills, representing the District in a positive way while working with the public</li> <li>• Reconcile account information and post transactions accurately</li> <li>• Prepare reports related to position</li> <li>• Compose basic business correspondence</li> <li>• Accurately proofread details, noting and detecting errors</li> </ul>

**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Please note: May repeatedly lift objects up to fifty-five (55) pounds while performing revenue processing responsibilities.



**PHYSICAL DEMANDS:**

<b>C</b> Continuously <small>2/3 or more of the time.</small>	<b>F</b> Frequently <small>From 1/3 to 2/3 of the time.</small>	<b>O</b> Occasionally <small>Up to 1/3 of the time.</small>	<b>R</b> Rarely <small>Less than 1 hour per week.</small>	<b>N</b> Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site; Communicating with co-workers
Sitting	F	Desk work; Driving
Walking	C	To other departments/offices; Around work site
Lifting	C	Supplies; Equipment
Carrying	C	Supplies; Equipment
Pushing/Pulling	O	
Reaching	C	For supplies; For files
Handling	C	Monies
Fine Dexterity	C	Computer keyboard; Telephone keypad; Calculator; Calibrating Equipment
Kneeling	F	Retrieving items from lower shelves/ground; servicing machines
Crouching	N	
Crawling	N	
Bending	C	Retrieving items from lower shelves; loading/unloading vehicle
Twisting	C	Getting inside vehicle
Climbing	R	Step stool
Balancing	R	
Vision	C	Reading; Computer screen; Driving
Hearing	C	Communicating via telephone/radio, to co-workers/public; Listening to equipment
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	F	Driving; Coin sorter
Other (specified, if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, vending machines, currency sorter, coin sorter, calculator, printer, copier, two-way radio, PC and related software (Excel, FPP, MTO, Word)



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	F
Physical Danger or Abuse	F
Other (specified, if applicable)	

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	W

**PROTECTIVE EQUIPMENT REQUIRED:** Gloves, face mask, goggles, neon work vest

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	X
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.