

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 000217  
Grade 15**

**REVENUE COUNTER SUPERVISOR**

**DEFINITION OF CLASS:**

This is supervisory work in counting and preparing deposit funds (currency and coins) collected from parking operations and transit Services. Contacts regularly include County employees, armored car service or other bonded couriers, contractors, and bank staff to verify information (including collection dates, quantities, and amounts of deposits), resolve discrepancies, resolve operating problems, order supplies, and receive collections. Contacts also involve employees and contract workers to train, guide and supervise them. An employee in this class assists employees of service user agencies to provide information and recommendations about revenue counting processes and costs, coordinates the delivery of services, and assists employees of contract services to coordinate revenue deliveries and pick up and counting assistance. Since an employee in this class works primarily with other County and contract employees in a centralized counting room environment, providing public service and assistance is incidental to the primary purpose of the work.

An employee in this class spends less than half the time participating in revenue counting duties. The majority of the time is spent overseeing the counting function, guiding and supervising counting employees and contractors, resolving problems with contract services, resolving problems with contracted services, resolving discrepancies in counting operations, reviewing video tape of counting operations, authorizing payment of contractor invoices, record-keeping, and ensuring that daily operations run smoothly. Revenue counter functions include receiving and weighing uncounted revenue; sorting and counting coins and currency; preparing the money for deposit; shipping monies to the bank via armored car; preparing supporting paperwork; sending copies to the offices concerned and keeping office files; and maintaining constant control and security of the facility and the money. The incumbent follows specific procedures to complete counting, deposit, and record-keeping tasks. Completed work is reviewed for in terms of accuracy and acceptability. The employee selects and follows the appropriate guidelines to situations encountered in the work. The complexity of this work is found in the employee's responsibility for ensuring that money from different collections is kept separate, that appropriate forms for the various kinds of collections are accurately kept and that any weight or deposit discrepancies are resolved. The completed work contributes the accurate recording of County revenues received. Work is performed in a closed, secure environment with alarm system and video recorder. Currency counting involves occasional prolonged periods of sitting. Coin sorting/counting machine operation involves occasional long periods of standing and is very noisy. Coins and currency in the volumes processed are extremely dirty. The employee occasionally moves and tips heavy coin cans and vaults using a forklift when necessary, and occasionally pushes carts weighing over 1,500 pounds. The employee occasionally lifts bags and cans weighing up to 50 pounds. Work in the counting room requires the wearing of safety shoes as a precaution against injury. Due to the nature of the work and audit/security controls, the employee is required to know and follow specific security procedures. Work is reviewed for accuracy by checking that bank deposits are sent to the bank properly completed, and that all weights (incoming and outgoing) correlate.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Supervises employees and contractor staff in the performance of work, giving assignments and instructions, enforcing procedures and making minor modifications as necessary, ensuring that daily operations run smoothly, and checking their work.
- Participates formally in the personnel decision-making process on a variety of personnel matters by interviewing and providing significant recommendations for selection, training, approving leave, disciplining, and evaluating performance.
- Ensures the security of the facility by adherence to security procedure, observing staff and contractors and reviewing video tapes.
- Reviews contractor invoices and approves for payment. Prepares and provides significant input regarding contracts related to Counting Center operations.
- Reviews and monitors Counting Center budget.
- Prepares, verifies, and initials all deposits by ensuring that bank deposits contain proper identification, have been weighed out, and that deposit and other forms have been properly filled out. Resolves discrepancies in deposits.
- Completes forms documenting facilities/routes collected, denomination of coins counted, and the expected collection of each facility and collection dates.
- Provides information to and resolves issues with monies received for user agencies (parking operations and transit services).
- Receives, logs, and weighs collection cans and vaults verifying facilities collected from and collection dates. Opens currency stackers and removes bills to counting room. Sorts, faces and counts bills by hand. Records total currency revenue by facility. Counts coins by using coin-sorting/counting machines, sorting out tokens, foreign and mangled coins and slugs, dividing the rest by denomination and obtaining totals.
- Trains employees on new procedures and regulations as related to equipment and processes.
- Serves as the point of contact for those who come into the facility.
- Checks work performed by subordinate employees; implements corrective action if needed.
- Performs operator-level preventive maintenance on coin sorting/counting machines, hoist/lift, transport carts and general office equipment. This includes changing coin-sorter pads and printer tapes, adding water to batteries, plugging in electric cables and lubricating wheels.
- Inspects meter collection cans for rubber boots and proper seals that indicate that no tampering has occurred. Replaces security wires on cans for pick-up.
- Performs housekeeping and general cleanup duties in counting room, including restroom clean up, sweeping up debris, and competently organizing large quantities of materials.
- Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of armored car and banking services as related to cash security, deposits and revenue verification.
- Knowledge of applicable policies and procedures concerning cash controls.
- Knowledge of the operation and preventive maintenance of high-speed coin and bill sorting and counting equipment.
- Knowledge of safety procedures in operating counting room equipment.
- Knowledge of and ability to operate forklift and heavy duty scales.

- Good manual dexterity and eye coordination in order to count, tally, and record cash and information.
- Ability to perform supervisory work to plan, schedule and oversee the work of others.
- Ability to make and maintain accurate numerical tabulations and reports. Ability to use office software such as Microsoft Office.
- Ability to wear safety shoes and use established safety procedures as precautionary measures against injury.
- Ability to stand for long periods of time and work in a noisy environment.
- Ability to perform preventive maintenance and minor repairs. Ability to work tactfully, effectively and equitably with people and to communicate effectively, both orally and in writing.
- Ability to attend to detail in preparing and maintaining work-related records and accurately account for received monies.
- Ability to pass a criminal background check.

**MINIMUM QUALIFICATIONS:**

**Experience:** Three (3) years of related work experience required.

**Education:** Ability to read and write in English and perform simple arithmetic computations.

**Equivalency:** None.

**Physical Ability:** Ability to frequently physically lift, carry and otherwise move cans, bags and other containers weighing 50 pounds or more.

**LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core Exam.

**Class Established:** December 2000  
**Classification Study:** December 2006 (M)  
 July 2011  
 August 2013