

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

**Code No. 004534
Grade 11**

REVENUE COUNTER

DEFINITION OF CLASS:

This work involves counting and preparing for deposit funds (currency and coins) collected from parking meters and Ride-On Transit buses. Contacts regularly include County employees, armored car service couriers and occasionally bank staff to verify information (including collection dates, number of bags sent, deposit amounts), discuss discrepancies, report operating problems, order supplies and perform related tasks, and with meter collection contractors to receive collections. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

An employee in this class receives and weighs uncounted revenue; sorts and counts coins and currency; prepares the money for deposit; ships it to the bank via couriers; prepares supporting paperwork, sending copies to the offices concerned and keeping office files; and maintains constant control and security of the money. This work is very structured and strictly controlled by procedures and the supervisor or leader. Deliveries and deposits are weighed and checked for consistency with each other and detailed records of volume are maintained and monitored. The employee follows specific guidelines and carries out routine procedures, including receiving and weighing revenue collections, sorting, facing and counting currency, sorting and counting coins by use of a coin-sorting machine, and filling out bank deposits and appropriate forms daily. The complexity of this work is found in the employee's responsibility for keeping money from different collections separate and identifying and accurately completing appropriate forms for the various kinds of collections. The centralized counting function supports two programs (parking meters and Ride-On services). Work is performed in a closed, secure environment with alarm system and video recorder. Currency counting involves long periods of sitting. Coin-sorting/counting machine operation requires long periods of standing and is very noisy. Coins and currency in the volumes processed are extremely dirty. The employee moves and tips heavy coin cans and (orange) vaults, using a forklift when necessary, and pushes carts weighing over 1,500 pounds. Due to the nature of the work and audit/security controls, the employee is required to know and follow specific security procedures set forth by management. Work is reviewed for accuracy by checking that bank deposits are sent to bank properly completed, and that all weights (incoming and outgoing) correlate.

EXAMPLES OF DUTIES: (Illustrative Only)

- Receives, logs in and weighs collection cans, verifying meters and/or facilities collected from.
- Receives, logs in and weighs Ride-On bus collections (orange vaults), verifying collection dates.
- Opens currency stackers and removes or piles bills into stack in bill 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.
- Completes forms documenting the facilities/routes collected, the denomination of coins counted, and the expected collection dates of each facility.
- Prepares deposits by ensuring that bank deposits contain proper identification, have been weighed

out, and that deposit slips and other forms have been properly filled out. Helps reconcile any weight or deposit discrepancies.

- 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 no tampering has occurred. Replaces security wires on cans for pick up.
- Sets out (orange) vaults for pick up.
- Performs housekeeping chores, including rest room clean up.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good manual dexterity and hand-eye coordination and ability to make accurate mathematical computations.
- 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 maintain accurate numerical tabulations and reports.
- Ability to understand and follow strictly oral and written instructions.
- Ability to pass a criminal background check.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of related work experience required.

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

Equivalency: None.

Physical Abilities: Ability to frequently lift, carry and otherwise move cans and bags that weigh up to, and occasionally over 50 pounds.

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 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: April 1970

Revised: November 1970

November 1973

June 1980

January 1987

Classification Study: May 1991 (M)

Classification Study: December 2000 (M)

August 2013
October 2014

Formerly Titled: “Coin Machine Operator”