

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

**Code No. 004533
Grade 13**

LEAD REVENUE COUNTER

DEFINITION OF CLASS:

This is a working leader work which involves counting and preparing deposit funds (currency and coins) collected from parking operations and Transit Services. Personal contacts regularly include County employees, armored car service or other bonded couriers, and bank staff to verify information (including collection dates, quantities, and amounts of deposits), resolve discrepancies, and perform other work leader tasks in the absence of the Revenue Counter Supervisor. 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 solves problems; and assists employees of contract services to coordinate revenue deliveries and pick up and counting assistance, answers questions, verifies deposits, and solves routine service problems. 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 is responsible for spending the majority of their time (90%) performing revenue counting duties; receiving and weighing uncounted revenue and sorting and counting coins and currency and shipping counted money for deposit; 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 balance of the employee's time is spent providing lead-level work direction overseeing the work of revenue counting employees and functioning as the supervisor when the supervisor is absent; providing training and guidance to the employees; maintaining work production and meeting deadlines; maintaining accurate records and verifying bank deposits; maintaining knowledge of and implementing new/revised revenue counting processes; ensuring contracted services are provided by service providers; overseeing and conducting preventive maintenance; and assisting in evaluating new equipment and procedures. Recurring work is performed by the employee without instruction and direct supervision; however, the work is very structured and strictly controlled by procedure. The employee follows specific, numerous guidelines and carries out routine procedures, including receiving and weighing revenue collections, sorting, facing and counting currency, sorting and counting coins by machine and filing out bank deposits and appropriate forms daily. Strict control is maintained over coins and currency. The work is spot-checked and reviewed for accuracy by checking that bank deposits are sent to the bank properly completed, that all incoming and outgoing weights correlate, and to ensure that the work complies with banking industry and County laws, regulations and procedures. The employee works in strict compliance with the guidelines, selecting the guidelines which apply to specific situations. Significant deviation from established guidelines is authorized only with supervisory approval. The complexity of this class of work is characterized by the presence of related and well defined steps, processes and methods applicable to revenue counting, and the equipment used to perform these services. The actions to be taken, the processes to be used and the guidelines to be followed are normally readily apparent. The impact of properly performed work is realized through prompt, procedurally correct and accurate revenue counting and oversight of counting work provided by

counting employees, equipment maintained for maximum utilization and safety, and customer satisfaction. Finished work directly contributes to the reliable, accurate, cost effective, and safe provision of revenue counting services for using agencies. The large majority of the work is performed in a revenue counting environment without windows (a closed, secure environment with alarm system and video recorder), in the presence of coin and bill counting equipment, scales, and fork lifts, and sealed cash conveyance containers. Currency counting involves long periods of sitting. Coin sorting/counting machine operation requires long periods of standing and is very noisy. Coins and currency processed in large volumes are very dirty. The employee moves and tips heavy coin cans and vaults, using a forklift when necessary, and pushes carts weighing over 1,500 pounds. The employee lifts bags and cans weighing up to 50 pounds on a recurring basis and occasionally lifts cans over 50 pounds. Safety shoes are required. Hazards are present from the use of machinery and equipment which is used throughout the day, and items concealed within the cash conveyance containers. Only administrative tasks are performed outside the revenue counting room. Due to the nature of the work and audit/security controls, the employee is required to know and follow specific security procedures.

EXAMPLES OF DUTIES: (Illustrative Only)

- Receives, logs in 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.
- Completes forms documenting facilities/routes collected, denomination of coins counted, the expected collection of each facility and collection dates.
- Prepares, verifies and initials all deposits by ensuring that the bank deposits contain proper identification, have been weighed out, and that deposit slips and other forms have been properly filled out. Reconciles any weight or deposit discrepancies.
- Helps ensure the security of the facility by attending to established procedures, including monitoring of video tapes.
- Serves as the point of contact for those who come to the facility.
- Periodically 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.
- Acts as Supervisor during periods of supervisor's absence, leading employees in the work, checking work, and ensuring that daily operations run smoothly.
- Performs housekeeping and general cleanup duties in counting room, including rest room 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 fork lift and heavy duty scales.
- Good manual dexterity and eye coordination in order to count, tally, and record cash and information.
- Ability to perform lead-level work direction 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 verbally and in writing.
- Ability to prepare and maintain work-related records.
- Ability to pass a criminal background check.

MINIMUM QUALIFICATIONS:

Experience: Two (2) 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 six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: December, 2006

Revised: August, 2013