

SENIOR TELLER, 1192
PRINCIPAL TELLER, 1193

Summary of Duties : Verifies and receives payments, disburses petty cash and keeps records of funds received and disbursed; receives and disburses a large volume of cash or supervises a small group of Tellers or clerical employees engaged in receiving money and keeping records and accounts of funds processed; supervises or directs such work and prepares reports; and does related work.

Distinguishing Features : A Senior Teller either supervises a small group of employees receiving and accounting for large volumes of funds or performs duties involving the disbursement and the receipt of very large amounts of money. In addition, a Senior Teller may have charge of the centralized verification, clearance and recording of collections made by employees of a number of units of a large department and may include interpreting the laws, ordinances and rules necessary to check the accuracy, validity and negotiability of documents submitted for payment. General accounting procedures used in reporting receipts and disbursement accounts are subject to periodic audits by accountants.

A Principal Teller is responsible for the handling of millions of dollars annually, for the organization and supervision of the work of several Senior Tellers and clerical personnel, and for insuring that every precaution is taken to avoid the loss of funds. This requires a broad knowledge of cash handling, cash accounting and the legal requirements governing deposit of City funds, redemption of City bonds and coupons, collection of business, cigarette and transient occupancy tax payments, and collection of bad checks. General procedures for handling and reporting receipts and disbursements are established by accounting or administrative supervisors, and records of cash on hand or in banks are subject to periodic audits.

Examples of Duties : Senior Teller : Receives money from City departments for deposit in the City treasury; checks demands for proper authorization and endorsement and pays out cash; disburses cash on interest coupons and Municipal bonds after verifying amounts, due dates and validity; keeps cash records of Municipal bonds, coupons paid and the daily balances of Municipal, district and other funds; makes change for departments and individuals; inspects coins and bills in order to detect counterfeits; and receives payments from property owners on street improvement bonds.

Receives, checks and consolidates collections and prepares daily cash balance sheets; prepares daily deposit certificate for deposit with the Treasurer or with a bank; and supplies small change.

Assigns and supervises employees receiving mail and window payments

for permits and business, cigarette and transient occupancy taxes; answers questions about tax and permit ordinances; instructs employees in collection procedures, ordinance requirements and the use of accounting codes; sorts, batches and balances batches of payments; checks tax and permit fee amounts on billings against payments received; prepares daily and monthly reports of collections and disbursements; prepares collection letters for bad checks or delinquent accounts; and may contact makers of bad checks by telephone.

Principal Teller : Plans, assigns and supervises the work of a group of tellers and accounting clerical employees engaged in receiving or disbursing money; maintains a sufficient amount of cash on hand to supply anticipated requirements and insures that Tellers have a sufficient supply; receives and verifies reports of receipts, disbursements and balances from Tellers; and prepares reports regarding receipts or disbursements.

Supervises the receipt and disbursement of City money in the custody of the Treasurer; supervises the verification of matured Municipal and revenue bonds and coupons and disbursements in cash for surrendered bonds and coupons; keeps records of called bonds, together with redemption prices and restrictions affecting their payment; checks and records notices of deposits of City funds in outlying banks by various departments; controls the money section of the vault combination; and supervises and keeps records of openings and closings of the vault.

Directs receipt and keeping of records regarding money paid into the City Clerk's Office for business, cigarette and transient occupancy taxes, permits and parking meter collections; directs deposits and withdrawals of receipts for adjustment by classification and funds; follows up on bad checks received in payment of taxes and permit fees which are returned by the City Controller, contacting maker either personally or by letter; keeps records of bad checks and supervises the disposition thereof; decides on cancellation of bad checks and writing off of taxes and permit fees when checks appear to be uncollectible; requests preparation of journal vouchers to effect transfer of funds credited to incorrect accounts; supervises preparation of demands to reimburse Treasurer's revolving fund for uncollectible checks; maintains petty cash fund to reimburse employees for miscellaneous expenses; and verifies daily parking meter collection deposit.

Qualifications:

<u>Knowledges</u>	<u>Senior Teller</u>	<u>Principal Teller</u>
Business arithmetic;	Good	Good
Office and banking practices and procedures;	Good	Good

Business laws governing negotiable instruments;	Good	Good
Principles and practices of bookkeeping as related to keeping cash accounts;	Good	Good
Principles and practices of accounting as required in keeping records of cash accounts;		Good
State laws, City ordinances, and Charter provisions governing the collection, deposit, and custody of monies and securities of the City of Los Angeles;		Good
Procedures involved in issuing, calling, and redeeming City bonds;		Good
Banking practices, and legal requirements and policies governing the deposit of City funds in banks;		Good
The organization of the City government, particularly the Treasurer's and City Clerk's Offices;		Good
The provisions of the Charter, City ordinances, and rules and regulations governing the collection of tax and permit fees;		Good
The City fund accounting system;		Good
The methods of collecting and disposing of dishonored checks;		Good
The Civil Service Commission Rules;	Working	Working
The uses of cash accounting machines and tabulating equipment in keeping records of payments and preparing reports.		General
<u>Abilities</u>	<u>Senior Teller</u>	<u>Principal Teller</u>
Keeps accounts and prepare balance sheets and reports;	X	X
Make rapid arithmetical calculations required in verifying fee charges and making change;	X	X

Deal effectively with the public and fellow City employees;	X	X
Operate cash registers, adding machines, money changing machines, and other common office machines;	X	X
Understand and follow written and oral instructions, and detailed practices and procedures;	X	X
Recognize counterfeit money;	X	X
Locate discrepancies expeditiously;	X	X
Prepare reports and records of collections, disbursements and related data;	X	X
Interpret ordinances;	X	X
Supervise a small group of employees;	X	X
Plan, organize, coordinate and supervise the work of a teller section;		X
Develop procedures;		X
Direct the preparation of records and reports.		X

Two years of experience as a Teller, or in a class at the level of Clerk and which provides office clerical experience involving the receipt and disbursement of cash as a primary duty, is required for Senior Teller.

Two years of experience as a Senior Teller, or in a class which is at least at that level and which provides experience in receiving, disbursing and accounting for large sums of money is required for Principal Teller.

Physical Requirements : All Classes : Strength to perform light work with average lifting up to 15 pounds and occasionally over 25 pounds; and frequent walking and standing.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall

be.