

MUNICIPAL BOND REGISTRAR, 1515

Summary of Duties : Receives and checks bonds submitted for registration and makes necessary entries in bond register; prepares checks for payment of registered bond interest; maintains records of all collateral and securities deposited in the Treasury and services them; and does related work.

Distinguishing Features : Maintains joint physical custody of all bonds deposited with the Treasurer and records pertaining thereto. The position is one of considerable trust and responsibility, since the incumbent registers all general obligation bonds and certain Revenue Bonds requested by their owners. With the Deputy Treasurer the Municipal Bond Registrar maintains custody of all bonds in the Security Section of the Treasurer's vault. The procedures involved in this work are very exact and detailed. They require a knowledge of the laws governing bonds and securities; a knowledge of accounting practices and procedures; and a comprehension of the importance of absolute accuracy.

Examples of Duties : Receives bonds and reviews documents in connection therewith to ascertain whether they are properly executed; registers bonds and conducts correspondence relating thereto; collects and deposits registration fees; detaches and cancels coupons from bonds; if previously registered, cancels former registration upon proper authorization, and reregisters bonds; maintains bond registration ledger; prepares and mails checks in payment of interest on bonds; maintains index and filing system on bonds; prepares monthly payment sheet showing names of registered bond owners under each bond issue;

Maintains joint custody of all bonds in the Treasurer's vault; maintains records of all collateral received from banks to secure deposits, of all securities received as investments for the three retirement funds, and of all securities received as investments of the general fund, Department of Water and Power, and special funds; maintains working schedule of due dates on bonds and interest coupons of all collateral and securities, clips such attached interest coupons when due, and prepares them for delivery to banks or other owners; plans schedule of work to meet deadlines and assigns work to subordinates; and may occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications : A good knowledge of record keeping and accounting methods used to record bond transactions; a good knowledge of the laws on negotiable instruments; a good knowledge of the processes and State laws applicable to the sale, purchase, registration, and redemption of Municipal bonds; a good knowledge of the bond issues of the City and

of the various funds for which bonds are purchased, sold, and redeemed; a general knowledge of street bond procedure; a general knowledge of accounting principles and teller procedure; the ability to compose letters, maintain records, and prepare reports; the ability to understand and follow detailed practices and procedures; and the ability to deal courteously with the public.

Four years of full-time paid office clerical experience at least at the level of Senior Clerk.

Physical Requirements : The strength to perform average lifting of five pounds and occasionally over fifteen pounds, and good speaking and hearing ability. Persons with handicaps may be capable of performing the duties of this class. Such determination must be made by the medical examiner on an individual basis.

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 the duties and responsibilities of this position shall be.