

# TELLER

## Office of the City Treasurer

**NOTE:** *The eligible list resulting from this examination will be used to fill both full-time and part-time openings. Part-time means four hours per day, Monday - Friday.*

**THE PURPOSE:** Serve as a teller in the Revenue Collection Division collecting and validating all monies due the City of Milwaukee, balancing all receipts and disbursements processed daily, and performing support tasks in other areas of the department as required.

**ESSENTIAL FUNCTIONS:**

- Collect real estate and personal property tax bill, special assessment bill, accounts receivable, and water bill payments due the City of Milwaukee.
- Collect and validate receipts of all deposits presented by City departments.
- Process garnishment fees.
- Collect and validate license fees paid.
- Audit, complete, prepare, and match and insert animal licenses for mailing to animal owners with appropriate license tags.
- Cash employee payroll checks.
- Cash personal checks for City employees.
- Sell bus tickets and passes for the Milwaukee County Transit System.
- Balance and process reports for bus tickets and passes.
- Collect health, dental and group life insurance premium payments made by City employees.
- Process City employee travel and salary advances and their reimbursement.
- Prepare a proper accounting of all cash and checks and balance receipts daily.
- Prepare daily end of day report.
- Prepare all necessary reports for City Departments regarding license fee collections, accounts receivable, and health insurance as required.
- Prepare accounts payable checks for mailing and disburse pick up items when required.
- Compile and maintain Standard Operating Procedures (SOP's) for current job duties.
- Perform support tasks in other divisions of the department as required.
- Perform other job-related duties or special projects as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**MINIMUM REQUIREMENTS**

1. Two years full-time teller or cashier experience or equivalent office experience in finance, banking or collections. (Job related coursework from an accredited college or business school may be substituted for a portion of this time requirement.)
2. Residence in the City of Milwaukee within six months of appointment and throughout employment.

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Ability to listen well and communicate effectively with customers.
- Ability to remain composed, diplomatic, and positive, when working under pressure.
- Ability to read and understand documents such as bills and other financial records, forms, correspondence, and reports.
- Ability to learn and use departmental software applications.
- Ability to perform mathematical calculations with accuracy.
- Knowledge of office practices, procedures, and equipment.
- Ability to multi-task – yet pay attention to details – in a fast-paced environment.
- Ability to maintain confidentiality regarding all City-related business.

**THE CURRENT SALARY RANGE (445) IS:** \$34,762 - \$38,480 annually with excellent benefits. Part-time employees are limited benefit employees and make \$17,381 – 19,240 annually.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral, or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **February 6, 2009**. Receipt of applications may be discontinued after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.