



POSITION DUTY STATEMENT

Division: Field Operations Division	Classification Title: 8736 Control Cashier I (MVS) DMV
Branch: Region V	Working Title: Control Cashier I
Unit: Newhall	Tenure/Timebase: Permanent Fulltime
Position City: Newhall	Position County: Los Angeles County
Position Number: 662-8736-001	CBID/Bargaining Unit: R04
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Effective Date:

Direction Statement and General Description of Duties: Under the general direction of the Administrative Manager in a Grade III field office, the incumbent is responsible for the following duties:	
Percentage and Essential/Marginal Functions:	
35%	Auditing and Support (E) Audits work and collections of cashiers, predominantly Motor Vehicle Representatives (MVR), by determining if transactions are accurately recorded and in compliance with the Department of Motor Vehicles (DMV) registration and cashiering policies; determines the quantity and value of work processed, and confirms numerical continuity



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	<p>of all accountable items reported issued. Creates password files to permit cashiers' access to the automated system and authorizes the types of transactions they may process. Purges old data from print spool on a daily basis. Acts as liaison with Inventory Management and Accounting, and with the Network Control Center in resolving automation problems. Provides technical support, answers questions, explains errors and procedures. Interprets and relays accounting procedures, automation updates and new keying instructions.</p>
15%	<p>Cashiering (E)</p> <p>Prepares checks for deposit and key inputs each technician's deposit slip; verifies and consolidates cashiers' summary reports; balances the office by verifying that the amount of monies collected and accountable items (e.g. license plates, stickers, temporary operating permits (TOPS), etc.) issued by each technician equals the recorded amount, and verifies office total equals total bank deposit; prepares bank deposits and provides change to cashiers.</p>
15%	<p>Quality Review and File Maintenance (E)</p> <p>Maintains local files in the automated system; produces, reviews, distributes and files various automated office reports; initiate holdouts and voids for incorrect applications, additional fees or wrong inventory issued and ensures transaction re-keys are completed expeditiously; quality audits applications for compliance with DMV procedures including owners' release signatures, correct new registered and legal owners' names/addresses, accurate vehicle identification number (VIN), and required legal documents; maintains and updates Accounting and Control Cashier Manuals.</p>
10%	<p>Inventory (E)</p> <p>Maintains records of accountable items, orders, and assignments to work stations, and destroys as necessary. Processes all inventory transactions from headquarters and other offices and conducts physical inventory as required.</p>
10%	<p>Bundling (E)</p> <p>Prepares and ships office work daily; separates each technician's work into categories determined by the nature of the application; counts items in each and bundles by category.</p>
10%	<p>(E)</p> <p>Control Room Maintenance Responsible for integrity of control room security including: monies, keys, accountable items reports and logs. Maintains records of discrepancies by</p>



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	cashiers and report to manager/supervisor. Notifies manager/supervisor of any problems regarding accuracy of work, procedures involving handling of accountable items, or misuse of the automated system.
5%	Miscellaneous (M) Answers and responds to phone inquiries from the dealers registration services and Auto Clubs. Processes registration transactions as needed. Performs other duties as assigned.

Supervision Received: The Control Cashier I performs tasks under direction of the Manager II, Department of Motor Vehicles (DMV), Administrative Manager.
Supervision Exercised and Staff Numbers: None
Physical Requirements: Works in an office setting at a public counter. Enters information into a computer. May sit for extended periods of time.
Special Requirements: Saturday/extended office hours may be required.
Personal Contacts: Will interact with the public, supervisors, peers, and other departmental employees in person, by telephone, e-mail, and mail as needed. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT



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I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE