



POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 8739 Control Cashier II (VR) DMV
Branch: Industry Services Branch	Working Title: Control Cashier II
Unit: Occupational Licensing Operations Unit	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 313-8739-002	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	Date Approved:

Direction Statement and General Description of Duties: Under the direction of a Manager IV, the Control Cashier is responsible for auditing, reconciling, receiving, controlling inventory, processing deposits, maintaining Phase II automation, and action as liaison between the office and Network Control Center (NCC) to resolve automation problems.	
Percentage and Essential/Marginal Functions:	
40%	Auditing Process (E) Reviews and analyzes transactions and supporting documentation to determine if compliance has been met. Reviews applications for keying errors and makes hold outs or



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	voids transactions accordingly to correct cashier errors. Performs a key verification analysis process for Occupational Licensing transactions identified by the system. Verifies the total transaction submitted. Prepares the clearance of Occupational Licensing applications indexing onto the Occupational Licensing Imaging System. Updates and keys employee Discrepancy Reports and Monthly Accounting Reports. Completes and routes Manual Credits to Accounting of employee processed work.
30%	Reconciling and Controlling Inventory (E) Performs a balancing process for fees records for each technician and for each group of cashiers assigned to a processor. Analyzes and resolves out-of-balance conditions for a cashier or an office. Transmits automated accounting reports. Validates completed bank deposit receipts. Monitors the accountable inventory supply for the office. Conducts quarterly physical inventory of the items. Orders inventory Load Boxes. Unloads inventory when received into the office and sorts and organizes inventory. Assists the unit manager to reconcile any inventory discrepancies. Reconciles inventory assigned by the system to documents generated by technicians. Reconciles employee checks tendered with cashier receipts. Completes quarterly physical inventory reports. Orders license plates indicia. Orders indicia for Occupational Licensing Operations.
15%	Processing Collections (E) Prepares bank deposits for unit of all collections received during a work period and enters the funds received by cashier to the automated system. Posts the bank deposit record and delivers the monies to be deposited to the Special Processing Unit (SPU) daily. Completes Inventory Reports, per the Accounting Manual and conducts quarterly physical inventory audits for all office indicia. Completes Material Request for license plates. Completes Occupational Licensing Operations Reports.
10%	Automation System Maintenance (E) Creates and maintains all processor level files for controlling inventory, workstation setups, and employee authorization. Submits requests for new employees to Information Services Access for Database access. Contacts the computer help desk for Control Cashier Computer system and printers.
5%	Miscellaneous (M) Performs other job-related duties as required.



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Supervision Received: The Control Cashier reports directly to and receives the majority of assignments from the Manager IV, DMV.
Supervision Exercised and Staff Numbers: None.
Physical Requirements: Will be sitting for long periods of time. Move, pull, and store items and files, not weighing more than 10 lbs.
Special Requirements: None.
Personal Contacts: Interacts with the public and within unit, branch, and departmental staff in person, telephone, e-mail, and correspondence. Interactions may range from general, confidential, sensitive, and 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

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