



POSITION DUTY STATEMENT

Division: Field Operations Division	Classification Title: 8737 Control Cashier II (MVS) DMV
Branch: Region VI	Working Title: Control Cashier II
Unit: El Monte	Tenure/Timebase: Permanent Fulltime
Position City: El Monte	Position County: Los Angeles County
Position Number: 685-8737-001	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	Date Approved:

Direction Statement and General Description of Duties: Under the general direction of the Administrative Manager in a Grade IV field office, the incumbent performs the most complex control, audit, inventory, and equipment functions due to the heavy volume of transactions and fees collected; and is responsible for the technical quality of the work of the staff who assist in the audit of technicians' work and collections.	
Percentage and Essential/Marginal Functions:	
35%	Scheduling and Training (E)



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	Assists with scheduling and training Motor Vehicle Representatives (MVR) assisting in Control Cashier work and collections, may act as a mentor and may oversee MVR work on these duties. Determines accurate transactions are recorded and are in compliance with DMV registration and cashiering policies. Determines the quantity and value of work processed and confirms numerical continuity of all accountable items reported/issued. Provides technical support, answers questions, explains errors and procedures. Interprets and relays accounting procedures, automation updates, and new keying instructions.
20%	Cashiering (E) Accepts and verifies cash turn-ins, prepares monies and checks for deposit, and keys 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 issued by each technician equals the recorded amount and verifies the office total equals the total bank deposit; prepares bank deposits, and provides change to cashiers.
10%	Auditing (E) Maintains local files in the automated system; produces, reviews, distributes, and files various automated office reports; makes holdouts and voids for incorrect applications, additional fees due, or wrong inventory issued, and ensures 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.
10%	Inventory (E) Maintains records of accountable items, orders, and assignments to workstations; and destroys accountable items as necessary. Processes all inventory transactions from headquarters and other offices; and conducts physical inventory as required.
10%	Bundling (E) Prepares and ships office work daily; separates each technician's work into categories determined by the nature of the application; counts items in each category, and bundle by category.
10%	Control Room Maintenance (E) Creates password files to permit cashiers' access to the automated system and to authorize the types of transactions they may process. Purges old data from print spool



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	on a daily basis. Acts as liaison with Inventory Management and Accounting, and with the Network Control Center in resolving automation problems. Assumes responsibility for the integrity of control room security including monies, keys, accountable items, reports and logs. Maintains office change fund, assigns and collects cashiers' change funds. Maintains records of discrepancies by cashiers and notifies manager of any problems regarding accuracy of work, procedures involving handling of money or accountable items, or misuse of the automated system.
5%	Miscellaneous (M) Answers phone inquiries from the public, dealers, and auto clubs. Processes registration and driver license transactions as needed. Performs other job-related duties as required.

Supervision Received: The Control Cashier II performs tasks under direction of the Manager II, Department of Motor Vehicles (DMV), Administrative Manager.

Supervision Exercised and Staff Numbers: None.

Physical Requirements: 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
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DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

685-8737-001

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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