

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Office Technician (Typing)	OFFICE/BRANCH/SECTION 08- Administration- Business Management Services	
WORKING TITLE District Cashier	POSITION NUMBER 908-032-1139-005	REVISION DATE 01/17/2024

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Branch Chief, Health and Safety Management Services, a Staff Services Manager I, the incumbent is responsible for receiving, processing, and distributing all employee's payroll warrants, transit vouchers, collects and deposits fee for permits, maps/plans, Right of Way Rental payments, and any other monies received at the district. The District Cashier must demonstrate a positive attitude and a commitment to providing accurate, timely, and high-level customer service to all internal and external customers that exceeds their expectations, while maintaining complete confidentiality.

CORE COMPETENCIES:

As an Office Technician (Typing), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Collaboration, Equity, Integrity)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Integrity)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Innovation, Integrity)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - Equity)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Integrity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity)
- Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Innovation)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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45%	E	The District Cashier is responsible for processing all monies received in the district office accurately and timely, which includes pay warrants, checks, money orders, cash, and/or credit card transactions. The incumbent is expected to following all established policies and procedures for handling monetary transactions as set forth in the State Administrative Manual, and ensuring that proper Accounting and Cashiering practices are followed. To ensure fiscal responsibility, the District Cashier will prepare, issue, categorize, and reconcile receipts accurately, prepare the daily Cash Report, and Deposits and forward documents, including credit card transactions and checks, to the Division of Accounting in Headquarters. Responsible for making sure that all receipts and deposits are accounted for and balance in accordance with departmental policies and procedures. Maintains a checks and balance system required by departmental accounting procedures by checking all revenue received (i.e., cash, check, credit card, etc.) at the Cashier's window and preparing daily ledger of all monetary transactions. All monetary transactions must be accounted for and identified in Account 81 on the daily ledger, verified, and submitted to the Division of Accounting. and distributing and handling all payroll warrants, and maintaining accurate record keeping related to monies received and/or distributed within or outside the district office. This ledger is placed in Account 81 and all cash and checks must be counted and the ledger initiated to verify the accuracy of the submittal to ensure fiscal responsibility. Additionally, the incumbent will process monthly and semi-monthly payroll to full time and permanent/intermittent employees, overtime checks, travel expense claims, travel advances, salary advances, salary adjustments and other special payments. The District Cashier is responsible for independently composing correspondence; proofreading documents for accuracy, quality and assurance of proper format. Operate a desk computer with word processing capabilities. Applications other than word processing will include a database program to catalog and maintain office files, records and distribution lists; and programs to prepare charts, graphs and spread sheets
30%	E	The District Cashier is responsible for receiving and distributing payroll warrants, which includes processing monthly and semi-monthly payroll to full time and permanent/intermittent employees, overtime checks, travel expense claims, travel advances, salary advances, salary adjustments, and other special payments. Responsible for ensuring that only accurate payroll warrants and salary advances are released to staff, and that any incorrect warrants and/or salary advances are pulled and returned to headquarters. Responsible for regularly communicating with the Division of Human Resources and the Division of Accounting regarding incorrect warrants/advances, tracking "hold" notices on payments, and notifying employees when corrected payments have been re-issued. The District Cashier must type mailing labels and maintain the mailing list.
15%	E	The District Cashier handles all garnishment checks from employees and distributes to the various agencies, such as IRS, Franchise Tax Board, Child Support, etc. Required to use Microsoft suite to keep accurate records regarding these types of checks and maintain strict confidentiality of the information contained in the Garnishment Roster. Regularly communicates with the Division of Human Resources, Office of Transactions Services, to ensure processing of garnishments so that affected employees are notified timely.
10%	M	The District Cashier will assist with administrative needs of the Office of Business Management Services, including back up to the Mail Room and assisting with conference room scheduling for district training needs and/or meetings. Will perform other duties as assigned.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent must have knowledge of modern office methods, supplies, and equipment; business English and correspondence, and principles of effective training. In addition, the incumbent must knowledge of computer application programs such as MS Outlook, Word, and Excel; and knowledge of various filing systems and techniques.

The incumbent must have the ability to perform difficult clerical work, including the ability to spell correctly; use various programs to type, log and maintain records, use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for

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Analyze and solve complex problems relating to employee safety and health. develop technically sound alternatives and solutions, which may include developing new approaches, district policy and procedural changes. Develop positive solutions and take effective action to provide a safe and healthful work environment. requires considerable analysis, interpretation, and application of Cal-OSHA requirements, safety orders, directives, safety data, job-related accidents for cause, effect and

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Under general supervision, the District Cashier performs detailed and difficult clerical work in accordance to established rules, regulations, and department guidelines. Responsible for exercising initiative and carrying out assigned duties. Erroneous information provided to department employees and the public could result in monetary loss to the State; failure to properly resolve issues, interpret and apply policy could result in non-compliance to various administrative rules and policies. Inappropriate decisions and errors could greatly inconvenience employees and the public, and adversely affect Caltrans' public image or could result in legal action against the State. Incorrect handling or untimely processing of payroll warrants, garnishments and accounts payable and receivables could result in delayed payment of wages or loss of employee benefits resulting in grievances and/or lawsuits.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employee's confidential information, including but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the department's reputation as a secure and confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The District Cashier is required to communicate clearly and concisely with all levels of staff, including headquarters programs, and the public. Must demonstrate the ability to develop and maintain good working relationships with internal and external customers, and consistently provide excellent customer service.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Requires manual dexterity to use a computer for preparation of correspondence. Must be able to sit for prolonged periods of time to use a computer, keyboard, monitor and telephone. Must have ability to sustain walking for extended periods of time.

Mental: Must be able to sustain mental activity to prepare correspondence, solve problems, formulate solutions and initiate appropriate actions; possess mental ability to respond logically and calmly to irate customers. Possess a positive, customer-service oriented attitude. Employee must be self-motivated and be able to work in a team environment. Must be punctual and maintain good attendance.

Emotional: Must be able to develop and maintain cooperative working relationships; handle challenging situations in a calm manner. Must have the ability to multi-task, adapt to changes in priorities, complete tasks within limited time frames.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting, at a workstation cubicle in a shared office. Due to periodic problems with the heating and air conditioning, the building temperatures may fluctuate. Incumbent may be required to sit for prolonged periods of time using a computer and answering phones. Standard work hours will be Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, there may be times when work is required outside of normal work hours at night and on the weekends. Travel throughout the district boundaries, other districts, and headquarters may be required to review projects, attend meetings and conferences, and participate in training. A valid Class C driver's license is preferred.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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