

CITY OF SALINAS

REVENUE TECHNICIAN

BARGAINING UNIT/CLASS CODE:

SMEA / H27

DEFINITION

To perform a variety of specialized collection duties within the city's financial systems involving the collection of revenues associated with business licenses, permits, and other accounts receivable.

DISTINGUISHING CHARACTERISTICS

The Revenue Technician is a journey level class of the Fiscal series and is distinguished from the Accounting Technician by the specialized range of duties performed.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher-level accounting or supervisory personnel. May exercise indirect supervision over lower level personnel in accounting positions.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Collect revenue for business licenses, permits, fees, lease payments and other accounts receivable. Collect delinquent licenses, including field contact, correspondence and telephone contact as necessary. Prepare estimates and projections of specific revenues. Meet with business owners concerning business license matters. Create and process a variety of documents including letters, memos, reports, statistical charts and forms. Assist in preparing various financial reports related to revenue. Perform special assignments as requested. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal

QUALIFICATIONS

Knowledge of:

Account record-keeping principles, practices and terminology. Appropriate laws, rules and regulations. Efficient office methods and procedures. English grammar, vocabulary, spelling and punctuation. Basic electronic data processing applications, including spreadsheets. Mathematics and statistics. Collection methods.

**CITY OF SALINAS
REVENUE TECHICIAN (continued)**

Ability to:

Perform responsible accounting and treasury work requiring use of independent judgment and initiative. Adhere to good bookkeeping practices and procedures. Perform mathematical and statistical computations. Prepare accurate financial and statistical reports; maintain detailed records. Process detailed paperwork in accordance with specific policies and procedures. Establish and maintain effective working relationships with City staff and the public. Deal tactfully and courteously with the public and other employees. Maintain confidential data and information. Operate electric and electronic adding, calculating and data processing machines. Operate computer hardware and software programs. Communicate effectively, orally and in writing.

Skills to:

Typing speed of 40 net words per minute.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of high school/GED, supplemented by college level course work in accounting, business administration or a closely related field and three years of increasingly responsible accounting experience, which included revenue collection functions.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date: _____

ORIG: 2-95, REV: 8-05, 06-09