



JOB SPECIFICATION
COIN SORTER OPERATOR

Code 12530
Grade GS 43

General Purpose

Under general supervision, count and account for daily revenue collected in public transportation operations.

Typical Duties:

Count, report and deposit daily revenue collected in mass transit operations. Involves: Count and bundle daily currency collections using a currency counter, count and re-count coins using a coin sorter and check for mutilated or foreign coins using a coin verifier. Prepare a daily report summarizing revenue collected and furnish to accounts receivable. Maintain accurate records, perform data entry in the financial management system to record receipts, prepare and verify accuracy of daily deposit. Reconcile daily sales, receipts or collections.

Perform related duties as required. Involves: Perform minor repairs and adjust equipment and report major malfunctions to supervisor. Assist with training new employees.

Knowledge, Skills, and Abilities

- Application of good knowledge cash handling policies and procedures including those applicable to large sums of money and financial record keeping.
- Application of good knowledge of U.S. and Mexican currency.
- Attention to detail and established deadlines; perform routine calculations to count cash receipts and prepare daily cash reports.
- Prepare and maintain detailed records in an automated environment.
- Safely operate standard office equipment including personal computers, coin counters, verifiers, currency sorters and related equipment.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted during the course of work.

Other Job Characteristics

- Regular heavy lifting and carrying of moneybags, cash and coin boxes (up to 100 pounds).
- Must be bondable.

Minimum Qualifications

Education and Experience: A High School diploma or GED. Must pass a rigid background investigation.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state.