

# TELLER

## Recruitment #1609-0384NR-001

**List Type** Original

**Requesting Department** CITY TREASURER

**Open Date** 10/11/2016

**Filing Deadline** 11/1/2016 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## INTRODUCTION

### What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## PURPOSE

The Tellers in the Revenue Collection Division collect and validate all monies due the City of Milwaukee, balance all receipts and disbursements processed daily, and perform support tasks in other areas of the department as required.

## ESSENTIAL FUNCTIONS

- Collect real estate and personal property tax, special assessment, accounts receivable, and water bill payments due the City of Milwaukee.
- Collect and validate receipts of all deposits presented by City departments.
- Process garnishment fees.
- Collect and validate license fees.
- Cash employee payroll checks and personal checks for City employees.
- Collect health, dental and group life insurance premium payments made by City employees.
- Process City employee travel and salary advances and their reimbursement.

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- Prepare daily a proper accounting of all cash and checks and balance receipts.
- Prepare daily end of day report.
- Prepare all necessary reports for City Departments regarding license fee collections, accounts receivable, and health insurance.
- Prepare accounts payable checks for mailing and disburse pick up items.
- Compile and maintain Standard Operating Procedures (SOP's) for current job duties.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

Two (2) years of full-time teller or cashier experience handling large sums of money (in excess of \$10,000 daily) in finance, banking, collections, or a closely related industry.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of office practices, procedures, and equipment.
- Computer skills to utilize cashiering software, such as iNovah or Munis, to complete payment transactions.
- Oral communication skills to listen well and communicate effectively with a diverse customer base.
- Written communication skills to prepare correspondence, forms, reports and standard operating procedures.
- Ability to remain composed, diplomatic, and positive, when working under pressure.
- Ability to read and understand documents such as bills and other financial records, forms, correspondence, and reports.
- Ability to learn and use departmental software applications.
- Ability to perform mathematical calculations quickly with accuracy.
- Ability to multi-task in a fast-paced environment.
- Ability to maintain confidentiality regarding all City-related business.
- Attention to details to ensure accurate processing of all payment transactions.

### **CURRENT SALARY**

The current starting salary (PG 6HN) for City of Milwaukee residents is \$37,830 annually, and the non-resident starting salary is \$36,902.

### **SELECTION PROCESS**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral

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and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **November 1, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

***NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.***