



Class Summary

The responsibilities of this classification include processing, recording and safeguarding cash revenues and other fare media generated by transit operations.

Distinguishing Characteristics

This is a standalone classification. Work involves sorting cash revenues and fare media; operating coin and currency counting machines; tracking cash counts and entering data in automated systems; transporting cash receiver vaults; and safeguarding revenue assets. Work also includes preparing and delivering fare media orders to various transit locations and sales outlets. Work is performed under surveillance, in compliance with security and revenue safeguarding policies and procedures, and general supervision of a higher-level revenue center supervisor.

Examples of Duties (May vary by position)

1. Empty cash receiver vaults; monitor and operate cash sorting and counting equipment; enter data into automated systems to track cash counts and workload activities; prepare cash, coin and fare media counts and daily revenue summary reports.
2. Seal, tag, weigh and move heavy bank deposit bags; secure bags awaiting armored service pickup.
3. Drive transit vehicle to transport and retrieve cash receiver vaults weighing up to 1500 pounds.
4. Enter fare media as inventory in the financial accounting system.
5. Perform preventive maintenance on and minor repairs of cash/coin counting and related equipment.
6. Transport lost and found items and enter into information database.
7. Maintain spare farebox keys and cashbox inventories.
8. Perform other duties as assigned.

Knowledge/Skills

Knowledge of the operation of cash and coin counting equipment

Knowledge of cash handling and revenue safeguarding practices and procedures

Knowledge of basic mathematics and cash counting principles

Knowledge of proper heavy lifting and moving techniques and safeguards

Communication skills

Interpersonal skills

Customer service skills

Driving skills

Skill in word processors, spreadsheets and data entry into automated financial accounting systems

Skill in working with a variety of individuals from diverse backgrounds

Skill in establishing and maintaining effective working relationships

Licensing, Certification and Other Requirements

Washington State Driver License

Willingness and availability to work different shifts on weekdays, nights, weekends and holidays

This is a classification specification and not an individualized job description. Additional minimum qualifications may be established for individual positions based on business needs and are specified in position announcements as appropriate.

FLSA Designation	Non-Exempt
Service Status	Career Service
Levels within same series	None
Class History	Updated 10/2010 Updated Description; changed format Changed Title: Revenue Coordinator