



CASH HANDLER

FC: FA245
PG: CH
FLSA: Non-Exempt

PC: 025
BU: 01 (SEIU)
Created: August 1987
Revised: February 15, 2008

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs duties related to servicing of computer-controlled and electro-mechanical automated fare collection equipment and collecting; sorting and counting of cash and change from automatic fare collection equipment; maintains records related to these activities; and performs related duties as assigned.

CLASS CHARACTERISTICS

Positions in this class perform light fingertip maintenance on Automatic Fare Collection equipment that are treasury-related problems. Performs highly physical work related to the transfer of monies to and from automatic fare collection and coin and currency changing equipment to transport vehicles as well as the movement of coins through sorting and counting stations. This class is distinguished from Senior Cash Handler in that the latter is primarily responsible for the operation of currency counting and verification equipment and the administration of off-site ticket sales accounts and the operation of the high speed ticket encoder for the production of pre-encoded tickets.

REPORTS TO:

This position reports to the Cash Handling Foreworkers.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Loads readied cash carts from the vault onto armored trucks for use in servicing fare collection and change equipment; pushes cash carts to and from armored trucks and stations.
2. Collects and replenishes monies in electronic fare collection equipment; replenishes ticket inventories.
3. Provides light fingertip maintenance on fare collection equipment in accordance with District guidelines and accurately records all data per required procedures.
4. Reports equipment malfunction or service required to supervisor; escorts maintenance personnel to malfunctioning fare collection equipment and provides access.

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5. Unloads monies collected onto sorting tables for separation and counting; separates bills from coins.
6. Lifts and loads coins into automatic coin filling equipment; refills currency/coin dispensers; checks empty money containers for faulty conditions; performs light fingertip maintenance on filling equipment.
7. Sorts and separates bent, mutilated or foreign coins; records coin denomination count from meter display.
8. Prepares and balances imprest filling record or other control-related paperwork; accounts for cash received.
9. Records counting/sorting equipment meter readings on coin counting record for each money container collected.
10. Prepares and balances daily records; prepares daily vault count of monies held in vault and compares total with foreworker's count; records and verifies fare collection report.
11. Verifies and processes passenger refund claims; assists with the processing and shipment of tickets.

QUALIFICATIONS

Knowledge of:

Automated vending equipment mechanics.

Safe work practices including proper lifting techniques.

Basic business arithmetic.

U.S. coin and currency denominations.

Skill in:

Performing servicing of computer-controlled and electro-mechanical automated vending equipment.

Accurate arithmetic calculations.

Maintaining attention to detail.

Balancing and reconciling differences in daily cash collection counts.

Preparing and maintaining clear, accurate records of daily cash collected and counted.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

Experience:

Two (2) years of (full-time equivalent) verifiable experience working in a high volume cash processing operation or servicing/maintaining vending equipment, ATMs, or related_type equipment, or as a delivery servicing representative for vending concessions/distributors.

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Other Requirements:

Must be physically able to repeatedly lift 30 pounds to a height of 5'6" with both hands.

Must be physically able to lift 50 pounds to a height of 3'5".

Must be physically able to push carts weighing up to 1,000 pounds.

Must be physically able to bend and stand for a majority of the work shift.

WORKING CONDITIONS

Environmental Conditions:

High security enclosed production line environment; high security field environment (station collections); exposure to dust and debris from collected currency; exposure to heat, cold, moving vehicles, inclement weather conditions; exposure to moderate degree of noise from currency and coin processing equipment.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing, stooping and bending; lifting 30 pounds to a height of 5'6" with both hands; lifting 50 pounds to a height of 3'5" and pushing carts weighing up to 1000 pounds.

BART EEO-1 Job Group: 5500 - Semi-Skilled Workers

Census Code: 4720 - Cashiers

Safety Sensitive: N