

**Department of Consumer Affairs****PROPOSED**

## Position Duty Statement

HR-041 (new 5/04)

<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Office Technician (typing)	Medical Board of California
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
Cashier	Licensing Cashiering Unit - Sacramento
<b>Position Number</b>	<b>Effective Date</b>
629-160-1139-XXX	

Under the general supervision of the Staff Services Manager I the Office Technician is a journey level cashier responsible for the most difficult work associated with the cashiering functions. This is in accordance with the revenue collection mandates specified in Business and Professions code sections 2420 and 2448, and the State Administrative Manual.

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]**85% (E) Cashiering**

- 20% Receives, secures, disburses, receipts and reconciles negotiable instruments and cash received at the Board.
- 20% Prepares revenue and cash refunds, revenue transfers, return payment notices, dishonored check notices, license renewal disclosure requests, underpayment notifications and all related correspondence.
- 20% Inputs cashiering transactions on ATS and CAS.
- 10% Verifies accuracy of documents/reports generated of cashiering transactions. Reconciles automated cashiering Report of Collections. Creates and revises cashiering forms and letters as needed. Maintains all accounting logs, tracking and appropriate cashiering files. Ensures all cashiering functions adhere to the State Administrative Manual, Department of Consumer Affairs' policies and procedures and cashiering procedures. Develops and recommends procedures to improve accounting operations. Updates and maintains cashiering desk procedure manual. Trains new staff members.
- 5% Inputs and updates licensing renewal payments and retired license status information.
- 5% Maintains and updates weekly cashiering statistics to be utilized by the MBC Budget Analyst.
- 5% Responds to written and oral inquiries regarding accounting/cashing issues by researching and interpreting appropriate policies and procedures.

**15% (E) Miscellaneous**

- 10% Produces financial interest declaration letters for signature by the supervisor. Updates licensees address of record.
- 5% Originates request to licensees for their social security numbers as required by law.

B. Supervision Received

The incumbent is supervised by the SSM I with lead direction from a Staff Services Analyst.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has daily and direct contact with Board and Affiliated Healing Arts employees in order to carry out the responsibilities of the Cashiering Unit. In addition, the incumbent has frequent direct contact with licensees regarding the status of their fees or renewals.

F. Actions and Consequences

If the incumbent does not perform the job duties adequately and timely, the processing of the licensees application or renewal may be delayed. In addition, if the incumbent relays improper licensee information the licensee's renewal or issuance may not occur timely. Thus possibly causing a hardship to the licensee.

G. Functional Requirements

No specific physical requirements are required: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

H. Other Information

Incumbent must possess good written and verbal communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to MBC Staff, Board and Committee Members and DCA management needs.

The incumbent may be privy to sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Title 11, section 703D California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Supervisor Signature

Date

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Printed Name

**Revised: 7/2010**