

WASTE MANAGEMENT FEE COLLECTOR

DEFINITION

Performs a variety of duties involving collecting fees for solid waste disposal including handling cash, issuing receipts, calculating and reporting daily transactions, making bank deposits, picking up and delivering supplies, and providing job process orientations to extra help employees and Temporary Fee Collectors.

CLASS CHARACTERISTICS

This is the entry journey level in the Fee Collector series. Incumbents initially perform the more routine duties assigned to the positions in this classification series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Senior Fee Collector in that the latter performs difficult duties assigned to classes within the series including coordinating work schedules and training of other staff, and assisting in evaluating staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Program Supervisor and technical and functional supervision from the Senior Fee Collector.

EXAMPLES OF DUTIES - Duties may include but are not limited to the following:

Opens and closes gates to the site in accordance with operational hours.

Estimates load volume and calculates fees in accordance with established policies and procedures.

Collects fees and issues receipts.

Operates, computer terminal, credit card terminals, adding machine or other office equipment used in the calculation and collection of fees.

Accounts for fees collected or charged according to established policies and procedures.

Prepares and makes bank deposits as required.

Provides extra help employees and Temporary Fee Collectors with job orientation to the job processes and cash handling for fee collection at the various collection sites.

LANE COUNTY
Waste Management Fee Collector (Continued)

EXAMPLES OF DUTIES (con't)

Provides Waste Management program information and assistance to the public.

Collects reconciliation and bank deposits on a regularly scheduled basis. Makes deliveries to the Fee Collection Office.

Maintains inventory, orders and delivers supplies necessary for the collection of fees.

Maintains the work area by keeping fee booth clean and emptying trash.

MINIMUM QUALIFICATIONS

Knowledge of:

The various Waste Management programs impacting fee collection.

Basic math necessary to calculate/estimate quickly.

Basic methods and practices of financial recordkeeping.

General office machines and computer equipment used in fee collection.

Ability to:

Make arithmetical computations with speed and accuracy.

Make change and reconcile cash accurately.

Complete required forms legibly, accurately and in a timely manner.

Maintain accurate financial and statistical records.

Operate office equipment such as calculators, credit card terminals, cash registers, computer terminals and laptop computers.

Understand and follow instructions, policies and procedures.

Establish and maintain effective working relationships with other employees and the general public.

Orally communicate instructions and Waste Management program information to the public.

LANE COUNTY
Waste Management Fee Collector (Continued)

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Training in making cash transactions, counting change and operating computer equipment is desirable.

Experience:

One year of experience in public contact work or clerical work. Experience in high volume cash handling and reporting is desired.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

NECESSARY SPECIAL QUALIFICATIONS

Required to possess a valid Oregon Driver's License.