

SENIOR WASTE MANAGEMENT FEE COLLECTOR

DEFINITION

To plan, assign and review the work of assigned fee collectors; to perform a wide variety of the more complex duties in connection with collection of waste management fees.

CLASS CHARACTERISTICS

This is the advanced journey level and limited supervisory class of Fee Collector. Positions at this level are distinguished from the Fee Collector by the level of responsibility assumed. Employees perform the more difficult type of duties including limited supervisory responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Clerical Supervisor.

Exercises limited supervision over assigned fee collectors which includes training, scheduling work, assigning tasks, monitoring progress, evaluating and documenting performance, counsels employees regarding conduct and performance deficiencies, signing time cards, and making final decisions on time management requests.

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

Plans, schedules, coordinates and assigns work of subordinates.

Instructs employees and evaluates employee performance.

Be prepared to assume duties of assigned fee collector, including opening and closing gates, estimating loads and calculating fees, collecting fees and issuing receipts, operating office machines, accounting for fees collected and preparing and making bank deposits.

Visit all fee collection sites on a regularly scheduled basis to coordinate work of assigned fee collectors.

Performs audits of daily receipts at fee collection sites and performs occasional spot audits when discrepancies are found.

Assure that all fee collection stations are properly supplied.

Provide information and assistance to public.

MINIMUM QUALIFICATIONS

LANE COUNTY
Senior Waste Management Fee Collector (Continued)

Knowledge of:

Basic principles of supervision, training and work coordination.

Basic methods and practices of financial record keeping.

Basic math necessary to calculate and estimate accurately.

General office machines and computer equipment used in fee collection.

Ability to:

Make arithmetical computations with speed and accuracy.

Make change and balance cash accurately.

Maintain accurate financial and statistical records.

Operate office equipment.

Audit bookkeeping paperwork and cash registers to identify errors and resolve problems.

Train, coordinate and evaluate assigned staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade.

LANE COUNTY
Senior Waste Management Fee Collector (Continued)

Experience:

Two years of experience in public contact or clerical work, one year of which was in a lead capacity.

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

Necessary Special Qualification:

Must possess a valid Oregon Driver's license at time of appointment.