

Coin Processing Technician

DEFINITION

This is manual and related work involved in the processing of bulk coin and paper currency.

Work in this class involves the rapid and accurate processing of bulk coin which includes unloading, sorting, verifying, bagging and preparing for delivery, coins received from various clients. The volume received daily is quite large and requires continuous physical exertion to meet predetermined daily processing schedules. Coin sorting machinery is used to achieve time and volume requirements. Cleaning, maintenance, repair and adjustment of this equipment is a daily function.

Duties are routine and are performed according to established and well-defined procedures. Due to the nature of the materials handled and the kinds of machinery operated, employees are required to work in areas where above normal noise levels and unclean conditions exist. Strict security (including closed-circuit television surveillance), timelines, accuracy and attendance are required. Employees may be required to provide instruction to less experienced employees.

Work is subject to review by observation of performance by a supervisor.

TYPICAL DUTIES*

Performs receiving duties for all incoming monies.

Checks for slugs, foreign, or mutilated coins before sorting.

Operates all computer assisted coin and paper currency processing equipment.

Operates sealing/securing machinery.

Prepares all monies for shipment.

Performs service, repair, adjustments, maintenance and cleaning functions for all processing equipment and conveyor systems.

Prepares and maintains routine coin processing records for the Coin Centre.

Inspects seals and locks on incoming coin receptacles to ensure seals are intact and locks have not been opened prior to sorting.

Lifts and carries heavy receptacles and bagged coin.

Performs related work as required.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of routine office practices, including basic computer use.

Ability to perform mathematical calculations accurately.

Ability to service, maintain, repair, and adjust processing equipment.

Ability to work in highly secure and confidential environment, including closed circuit television surveillance.

Ability to work in noisy and dusty environment.

Ability to stand throughout most of the working day.

Ability to perform strenuous work and to lift and carry bags of coin within recommended health and safety standards.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth grade. Good physical stamina. Successful applicants will be required to undergo a security clearance with the Edmonton Police Service. The successful candidate must successfully complete on the job training on the repair and maintenance of processing equipment within the first three (3) months.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0455		0456	
Last Updated:	1995-07			
Previous Updates:	1981-04			
Originated:	1974-11			