



University System of Maryland Job Class Specification

TITLE: DEBIT CARD SYSTEM OPERATOR
FLSA: NONEXEMPT
EEO6: H40
IPEDS-SOC: 43-3099

JOB CODE: N04DOU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: FIN

APPROVED BY: Chancellor's Designee:
Donald Tynes, Director of Human Resources

EFFECTIVE DATE: 6/5/1997

JOB SUMMARY

Under direct supervision, operates and maintains a campus debit card system which controls access to and use of photocopiers, printers, washers, dryers and other similar equipment.

PRIMARY DUTIES

1. Collects and accounts for money from Card Value Centers, Card Service Centers, coin boxes and washers/dryers.
2. Downloads monthly usage data from card readers to laptop personal computer.
3. Prepares reports for refunds and other transactions.
4. Counts cash retrieved from card readers. Completes deposit forms and transports money to the Cashier's office for deposit.
5. Maintains daily activity logs such as cash deposits, quantity of debit cards loaded, and equipment breakdowns.
6. Troubleshoots, calibrates and test debit card equipment. Performs minor repairs and sends equipment for servicing.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: One year related work experience.

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OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to accurately and reliably account for cash; to use computers and other standard office equipment; to learn software appropriate to the debit card system in use; to work in, on, around, over, and under fixed equipment; to travel extensively around campus; to use basic arithmetic; to complete simple logs; to follow oral and written instructions; to make simple adjustments and repairs to equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT