

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CHECK ISSUANCE MACHINE OPERATOR

POSITION CODE: 06920
Effective: 4-16-79

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs difficult clerical work, requiring the operation of a wide variety of office machines and equipment, including a check writing machine, microfilm reader/printer, cathode ray tube, postage machine, collating machine, copier and a wide variety of other small office machines; in a work location requiring specialized security procedures, performs a variety of clerical and machine operations related to the issuance of unemployment insurance checks; maintains logs on checks issued and as directed, reviews microfilm records to trace checks which involve stop payment orders, reissue orders and other status controls; prepares required production reports and assists supervisor as needed in the maintenance of files and records.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews requests by unemployment insurance claimants for replacement of checks reported lost or stolen; verifies that proper signatures are present; using a cathode ray tube, makes systems inquiries pertaining to records of issued checks.
2. Prepares transactions to be posted to the check reconciliation database to stop payment on or to reissue a check; prepares notice of checks for which payment is to be stopped for submission to the depository bank and maintains related control records; notifies claimant of denials of requests for a replacement check, forwards a copy of the check in question and provides instructions to be followed if the claimant desires to take further action.
3. Operates a check writing machine to affix the signature of the Illinois Director of Labor to a variety of unemployment insurance program checks; prepares bags for mail and maintains related control records and check register files.
4. Operates a microfilm printer to reproduce copies of benefit checks, check registers and other records; maintains microfilm cassette file systems.

CHECK ISSUANCE MACHINE OPERATOR (Continued)

5. Operates a wide variety of small office machines and equipment such as copiers, collating machines, postage meters and similar equipment.
6. Maintains a variety of logs and records related to check issuance and mailing process; prepares daily production reports and assists supervisor as needed in compiling special reports related to unit operations.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires two years of clerical and office machine operation experience.

Knowledges, Skills and Abilities

Must demonstrate eligibility for bonding purposes as provided in Chapter 103 of the Illinois Revised Statutes.

Requires working knowledge of office principles, practices and procedures.

Requires working knowledge of business English, spelling and commercial arithmetic.

Requires ability to operate in an independent manner a variety of office equipment and machinery within the limitations of standard procedures.

Requires ability to maintain simple clerical records and forms.

Requires ability to maintain operational records of some complexity and to prepare tabulations from these sources.