

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CHECK ISSUANCE MACHINE SUPERVISOR

POSITION CODE: 06925
Effective: 4-16-79

DISTINGUISHING FEATURES OF WORK:

Under general direction, supervises a unit of clerical staff engaged in 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; assists in enforcing and establishing specialized security procedures; supervises and directs the performance of a variety of clerical and machine operations related to the issuance of unemployment insurance checks; maintains production records and prepares reports on checks issued and assists in maintaining liaison with accounting staff regarding stop payment orders, reissue orders and other status controls.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises staff engaged in reviewing requests by unemployment insurance claimants for replacement of checks reported lost or stolen; resolves difficult problems referred by staff relative to tracing checks or verifying information.
2. Supervises the preparation of transactions to stop payment on or to reissue a check, the preparation of notices to the depository bank and maintains related unit records; ensures that claimants are notified of denials of requests for a replacement check.
3. Supervises and trains staff on the operation of a wide variety of small office machines and equipment such as check writing machines, microfilm reader/printer, copiers, collating machines, postage meters and similar equipment.
4. Maintains a variety of logs and records related to unit operations and production; assists section supervisor as needed in compiling special reports and acts as section supervisor as assigned.

CHECK ISSUANCE MACHINE SUPERVISOR (Continued)

5. Assists in enforcing security procedures and recommends changes in security procedures; ensures that unit staff are informed of and comply with security procedures.
6. 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 three 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 extensive knowledge of business English, spelling and commercial arithmetic.

Requires working knowledge of supervisory practices and principles.

Requires working knowledge of basic security processes and procedures.

Requires ability to instruct staff in the operation of a variety of office equipment and machinery within the limitations of standard procedures.

Requires ability to maintain clerical records and forms.

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