UNIVERSITY OF SOUTHERN CALIFORNIA
Credit Union Operations Specialist
Job Code: 115043

Grade: F
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Coordinates, analyzes and assures proper balancing of ATM, money orders, travelers checks and official checks. Administers ATM program.

JOB ACCOUNTABILITIES:
* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Balances travelers checks and official checks daily. Balances money orders weekly.

Posts daily ATM deposits and makes appropriate adjustments as needed.

Ensures documentation is in order for all areas of responsibility.

Administers ATM program. Orders cards, handles re-issues, reconciles general ledger accounts, and posts exceptions.

Reviews and analyzes the processing of transactions to assure proper handling. Investigates and resolves problems.

Processes return deposits daily.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High School or equivalent

Minimum Experience:
3 Years

Minimum Field of Expertise:
Financial institution experience, accounting or operations background.
Preferred Education:

   Associate’s Degree

Preferred Experience:

   5 Years

Skills: Administrative:

   Balance figures
   Compute totals
   Input data
   Verify calculations

Skills: Machine:

   Calculator
   Personal Computer

Supervises: Level:

   May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer