

Department: In all Civil Divisions
Classification: Competitive
Grade: 6

SPEC DISK F1
DOCUMENT 34
FLSA Non - Exempt

ACCOUNT CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for operating a typewriter and the application of standardized account keeping practices in maintaining and reviewing financial accounts and records. The work is performed under general supervision with detailed instruction given for new or difficult assignments. Supervision of others is not normally a function of this title. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a typewriter in performing duties described below:

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
Receives remittances by mail or in person, verifies amounts, computes interest and penalties and posts to books of original entry;
Assists in maintaining labor, material and operational cost records;
Assists in verifying and reconciling account balances according to a prescribed procedure;
Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, index cards, time cards and similar materials;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
Transcribes dictaphone cylinders and/or longhand copy;
Types and maintains various types of records;
Compiles data for and helps in the preparation of simple financial and statistical reports;
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
Compiles payroll data, prepares and checks payrolls;
Operates computing, calculating, check writing and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology procedures and equipment; working knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to make arithmetic computation accurately and rapidly; ability to understand and follow oral and written instructions; ability to get along with the public; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: One year of permanent competitive status in entrance level clerical positions.

- (a) Graduation from high school or possession of a high school equivalency diploma, including or supplemented by, the successful completion of a typing course and one year of paid experience in maintaining financial accounts and records; or
- (b) Three years of paid experience in maintaining financial accounts and records which shall have included typing;
or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Completion of college study in accounting may be substituted for paid experience on a year-for-year basis.

REVISED: 07/25/96
REVIEWED: 06/12/18