

ACCOUNT CLERK TYPIST

DISTINGUISHING FEATURES OF THE CLASS:

The position involves responsibility for the performance of clerical work and the substantial operation of a personal computer, and/or other keyboarding or data entry equipment, utilizing standardized account keeping practices in maintaining and reviewing financial accounts and records, including those of a computerized nature. Employees in this class may perform or assist in performing more difficult and responsible phases of this work. The work is usually performed under general supervision on standard assignments in accordance with prescribed procedures. Supervisors are available for consultation on unusual problems, and provide detailed instructions for all new or more difficult assignments. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Type correspondence, documents, records and other written material in final or draft form;
Proofread and correct work, producing accurate, clean and complete typed copy;
Post to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records, and other original entry media;
Record remittances after computing interest and penalties;
Assist in maintaining labor, material and operational cost records;
Assist in verifying and reconciling account balances according to prescribed procedures;
File requisitions, vouchers, ledgers and other material;
Receive, organize and maintain various types of records;
Review account keeping records and reports for arithmetical and clerical accuracy;
Compile data, and assist in the preparation of basic financial and statistical reports;
Operate standard office equipment, and perform routine equipment maintenance tasks;
May prepare and maintain time records and payroll data;
May collect fees and account for monies received;
May serve as receptionist, greeting clients and/or visitors in a courteous and professional manner.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods of keeping and reviewing financial accounts and records;
Good knowledge of office terminology, procedures and equipment;
Good knowledge of clerical operations involving, comparing, checking and counting;
Working knowledge of basic arithmetic functions of addition, subtraction, multiplication and division, and make arithmetic computations rapidly and accurately;
Ability to perform work involving fractions, decimals, averages, and percentages;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer;
Ability to type accurately and at an acceptable rate of speed;
Ability to perform common record keeping tasks;
Ability to organize and collate data from multiple sources;
Ability to schedule and maintain a record system using running balances;
Ability to complete a table summarizing data using totals, subtotals, averages, and percentages;
Ability to file material accurately in alphabetic order;
Ability to write legibly using correct grammar and spelling;
Ability to set up appropriate forms, charts and other tabular listings;
Ability to perform close, detailed work involving considerable visual effort and strain;
Ability to understand and follow oral and written instructions;
Ability to obtain and relay routine information;
Ability to interact with customers, co-workers, and the general public in a professional and courteous manner at all times;
Ability to understand and comply with privacy laws and all practices related to the safekeeping of County and customer information;
Working knowledge of business arithmetic;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school; or possession of a high school equivalency diploma; AND
Completion of one year (30 credit hours) of study from a regionally accredited college, university, or business school, or one accredited by the New York State Board of Regents to grant degrees; which shall have involved business and/or financial coursework; AND

- a) One (1) year of full-time or equivalent part-time paid clerical experience, which shall have involved the checking and/or maintenance of financial accounts and records, and the use of a personal computer (PC) with a standard keyboard; OR
- b) Two (2) years of full-time or equivalent part-time paid clerical experience, which shall have involved the checking and/or maintenance of financial accounts and records, and the use of a personal computer (PC) with a standard keyboard.

Jurisdiction Class: Competitive
Civil Division: ALL
Adoption by YCCSC: 3/24/1971
Revised by YCCSC: 6/6/1991
Revised by YCCSC: 7/2/1997
Revised by PO: 5/2/2013

