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ACCOUNT CLERK/TYPIST

DISTRICT/BUSINESS OFFICE
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GENERAL STATEMENT OF DUTIES: Independently performs routine clerical and typing duties in maintaining financial accounts and records and/or assists in performing more difficult and responsible phases of this work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves operating a typewriter a substantial part of the time in the application of standard account keeping practices in maintaining and reviewing of financial accounts and records. Employees usually work under general supervision on standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Excepting the ability to operate a typewriter, this class is equivalent to that of Account Clerk.

EXAMPLES OF WORK: (Illustrative only)

Operates a typewriter in performing duties described below:

- Posts a journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
- Receives remittances by mail or in person, verified amounts, computes interest and penalties and posts to books or 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, title searches, judgments, lis pendens, reports, index cards, time cards and similar material;
- 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 materials;
- Compiles payroll data, prepares and checks payrolls;
- Operates computing, calculating, check writing and other office machines.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working

ACCOUNT CLERK/TYPIST – contd.

2.

knowledge of business arithmetic and English; ability to type accurately at an acceptable rate of speed; ability to make arithmetic computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school including or supplemented by courses in bookkeeping and typing.

ADOPTED: OCTOBER 2, 1974
CSC Mtg.

REVIEWED: July 25, 2007
CSC Mtg.

CLASSIFICATION: Competitive