

Jurisdiction: Oneida County, Towns,
Villages & Schools
Jurisdiction Class: Competitive
Revised: 03/22/01

ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform routine clerical and typing duties in maintaining and checking financial accounts and records, which involves the application of standardized account-keeping practices. Employees may also assist in performing more difficult and responsible phases of this work. The work involves operating a typewriter or computer a substantial part of the time. Employees usually work under general supervision on standard routine assignments in accordance with detailed procedures. Supervisors are available for consultation on unusual problems and provide instruction on all new or difficult assignments. Supervision is not normally a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Posts to a variety of accounts, monies received and disbursed;
Audits bills, timesheets, payrolls, and other financial records;
Prepares checks and keeps records of checks issued;
Receives and deposits funds in various accounts, and issues receipts for funds received;
Balances accounts and prepares summary statements of ledger balances;
Compiles and types payroll data, and prepares, types and checks payrolls;
Compiles, prepares and types data for simple financial and statistical reports;
Classifies constantly recurring receipts and expenditures, and distributes costs according to a prescribed code;
Assists in maintaining labor, material and operational cost records;
Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Issues receipts for monies received;
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
Operates a computer, typewriter, calculator, check writing machine, and other office machines, as necessary;
May audit travel and expense claims;
May issue motor vehicle registration and licenses;
May prepare and submit forms for Medicaid;
May process Public Assistance recertification and assist in preparing public assistance budgets for clients;
May answer telephone and provide information on routine matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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 understand and carry out oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; a high degree of accuracy.

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MINIMUM QUALIFICATIONS: (Either)

- (A) Graduation from high school or possession of a high school equivalency diploma;
OR
- (B) Two (2) years of full-time clerical experience which shall have involved typing and maintaining or checking financial records or accounts.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.