

Account Clerk

Distinguishing Features of the Class: This is complex clerical work involving responsibility for the performance of a number varied or unrelated task requiring the ability to type and to apply standard application of prescribed procedures and methods to routine tasks. The work of the employee in this class is usually checked by another step in the clerical process or by an immediate superior. Supervision may be exercised over the work of clerical assistants.

Typical Work Activities:

Types accounting and statistical tables;
Posts charges and credits to appropriate accounts;
Prepares financial and statistical reports;
Handles office files and maintains a variety of office records;
Sorts, indexes, and files materials alphabetically and numerically;
Operates accounting, calculating, check writing and other office machines;
Serves as a receptionist;
Answers telephone and directs complaints to proper officials;
Performs a wide variety of clerical accounting to keep tasks.

Full Performance knowledge, skills, abilities and personal characteristics:

Good knowledge of methods used in keeping financial records. Good knowledge of office terminology, procedures and equipment, business arithmetic and English. Working knowledge of elementary bookkeeping. Ability to follow complex oral and written directions. Ability to get along well with others. Clerical aptitude. Good judgement. Physical condition commensurate to the demands of the position.

Minimum Qualifications:

1. Graduation from high school or position of a high school equivalency diploma **and**
2. One year of clerical experience some of which shall have been as an account clerk **or**
3. An equivalent combination of experience and training sufficient to indicate ability to do the work.

Date approved:

Revised: 10/2019

Classification - Competitive