

ACCOUNT CLERK/ STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the routine maintenance and review of financial accounts, records and reports. A significant portion of the work involves typing and the taking and transcribing of dictation. The work is carried out in accordance with established procedures and involves clerical level account keeping and auditing functions as well as general clerical duties. The class differs from that of Account Clerk in that Account Clerk does not have substantial typing and dictation duties. Depending on assignment, work is performed under the general or direct supervision of a higher level employee. Supervision may be exercised over the work of one or more subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Types financial reports, payrolls, bills, checks, bids, quotes, purchase orders and correspondence;

Takes and transcribes dictation;

Posts to a variety of accounts money received or disbursed;

Makes out checks and keeps records of checks issued;

Collects and deposits funds in various accounts;

Audits bills, payrolls and other financial records;

Makes reports of checks issued, money collected and refunded, and of other financial transactions;

Balances accounts;

Inspects, examines or audits simple accounts, according to departmental procedures, for accuracy and conformance;

Operates computing, calculating, check writing and other office machines;

Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book or original entries;

Issues receipts for monies received;

Sorts, indexes and files requisitions, vouchers, ledger cards and other material;

Classifies constantly recurring receipts and expenditures and distributes copies according to prescribed code;

Reviews and checks written account keeping records and reports for arithmetic and clerical accuracy and proper extension;

Verifies payroll data prior to data entry;

Keys-in payroll data on CRT.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and checking financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to make arithmetic computations quickly and accurately; ability to understand and carry out oral and written directions; ability to type at an acceptable rate of speed; demonstrated ability to take and transcribe dictation at an acceptable rate of speed; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Successful completion of one (1) year of study at a regionally accredited or New York State registered college, university or business school which included or was supplemented by at least one course in accounting or a related field; OR
- B. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid experience, or its part-time equivalent, in the compilation and maintenance of financial accounts and records; OR
- C. Two (2) years of full-time paid experience, or its part-time equivalent, as described in B above; OR
- D. An equivalent combination of training and experience as indicated in A, B and C above.

Note: The above qualifications must include or be supplemented by a course in stenography, shorthand or speed writing, OR work experience that included the taking and transcribing of dictation.

ULSTER COUNTY
0020 ACC CLK/S
Classification: Competitive
Grade: 7
Union: CSEA

Adopted: April 11, 1978
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