

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of entry level account clerical, auditing, and bookkeeping functions, with additional responsibility for frequently performing alpha and numeric data entry functions using a standard keyboard and personal computer. An employee in this class works under general supervision on standard assignments. Procedures are typically established in detail and administrative guidance is available for determining how to handle a difficult or unusual task, or to provide instructions regarding assignments.

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.*

Posts to a variety of accounts money received and disbursed;

Makes out checks and keeps records of checks issued;

Prepares payroll with aid of a bookkeeping machine;

Collects and deposits funds in various accounts;

Audits bills and payrolls and other financial records;

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

Balances accounts;

May operate a bookkeeping machine in the compiling and maintenance of financial records;

Operates calculating, adding or other office machines;

Operates a personal computer using standard data base and spreadsheet applications;

Answers telephone calls and gives information on routine matters;

Performs a variety of related data entry and account keeping tasks;

Performs a variety of editing, formatting, and other text production functions;

May perform other duties as appropriate to the assigned department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Working knowledge of the methods used in keeping financial accounts and records and 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 accurately enter alpha and numeric data into electronic records at a fast rate of speed; ability to learn basic entry level operations using standard software for spreadsheets, and/or database management; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness of appearance; tact; and courtesy.

MINIMUM QUALIFICATIONS: There are no academic or experience qualifications for this title.

To be eligible for appointment, candidates must demonstrate entry level account clerical/auditing aptitude and competence by successfully participating in an entry level account clerical/auditing examination. Applicants must qualify on a data entry skills performance test.

NOTE: Central Services/Purchasing Department may require possession of appropriate class driver's license.