

ACCOUNT CLERK-STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This work is primarily of a routine nature in maintaining and reviewing financial accounts and reports and involving the taking and transcribing of dictation a substantial part of the time. The work requires the occasional exercise of independent judgment in the application of prescribed procedures and methods of routine cases. Immediate supervision may be exercised over the work of one or more clerical employees. Employees in this class may work under rather close or general supervision depending upon the nature of the assignment. Excepting the ability to take and transcribe dictation, this class is equivalent to that of Account Clerk.

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.*

Takes and transcribes dictation in performing duties described below:

Posts to journal or ledger accounts from appropriations, expense, invoice, payroll, receipts, voucher records and original entry media;

Prepares summary statements of ledger balances;

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

Issues receipts for monies received;

Compiles payroll data, prepares and checks payrolls;

Assists in maintaining labor, material and operational cost records;

Verifies and reconciles account balances according to a prescribed procedure;

Compiles and prepares simple financial and statistical reports;

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

Classifies constantly recurring receipts and expenditures and distributes costs according to a

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prescribed code;

Reviews and checks routine account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;

May be required to operate a personal computer using standard word processing and spreadsheet applications.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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 English; ability to understand and follow oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to take and transcribe dictation at a reasonable rate of speed; **ability to learn to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases**; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness; a high degree of accuracy; integrity; tact; and courtesy.

MINIMUM QUALIFICATIONS: One year of experience in the maintenance and compilation of financial accounts or records which shall have included stenography and graduation from a standard high school course; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

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Last Reviewed: February 5, 2002
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A