

ACCOUNT CLERK - TYPIST

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 standard typing and keyboarding functions with a high degree of skill, accuracy, and speed. 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 word processing and spreadsheet applications;

Answers telephone calls and gives information on routine matters;

ACCOUNT CLERK - TYPIST

Page 2

Performs a variety of related clerical and account keeping tasks;

Types correspondence, form letters, transcripts, etc., from rough draft or dictaphone.

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 type at an acceptable rate of speed; ability to learn basic entry level operations using standard software for word processing, 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.

Y:\CLASPLAN\Account Clerk Typist.doc
Last Reviewed: 07/11/96
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A