

**AUDIT CLERK**

DISTINGUISHING FEATURES OF THE CLASS: This is important and difficult clerical work involving the performance of auditing, clerical, data processing, and related duties in the audit department of a municipal corporation. The duties of this position require that incumbents perform with a high degree of accuracy. Work is performed under general supervision of an auditor with detailed instructions given regarding department objectives.

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.*

Reviews vouchers and claims to determine that all necessary information is correctly and accurately supplied;

Reviews computations to check for accuracy;

Reviews payment abstracts or summaries of expenditures submitted by operating departments for accuracy;

Checks vouchers or other claims for payment to determine that claimed expenses have not previously been paid;

Makes out checks and keeps records of checks issued;

Maintains a variety of clerical files;

Groups clerical and auditing files and records both alphabetically and numerically;

Performs a variety of clerical duties, such as filing papers, operating office equipment, answering phones;

Assigns voucher numbers or other numerical codes to identify vendors, specific claims, invoices, etc.;

**AUDIT CLERK****Page 2**

Composes vouchers for certified claims that have been submitted for payment;

Determines what information or forms are missing on claims for payment and goes through necessary steps to obtain required information;

Operates electronic data processing equipment used for data storage and computational purposes in the audit department.

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

**TERISTICS**: Working knowledge of principles and practices used in auditing; good knowledge of business arithmetic; good knowledge of office terminology, procedures and equipment; ability to make arithmetic computations quickly and accurately; ability to understand and carry out oral and written directions; ability to alphabetize and to file materials using a numeric code; ability to learn how to operate equipment using printed operating manuals; ability to get along well with others; clerical aptitude; mental alertness; good judgment; a high degree of accuracy; and dependability.

**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.

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Last Reviewed: May 4, 1990  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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