

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of routine Clerical duties including receiving, issuing receipts, disbursing and accounting for moderate to large amounts of money rapidly and accurately. The work is performed under general supervision and in accordance with prescribed procedures. The work of employees in this class is checked by spot check observation of a supervisor or by another step in the account-keeping process. Supervision may occasionally be exercised over subordinate clerical staff.

TYPICAL WORK ACTIVITIES:

Receives and records receipt of moderate to large amounts of money over counter or by mail;
Balances monies received against accounts posted and receipts issued;
Prepares deposit slips, seals money for delivery to bank, and if required makes bank deposits;
Computes interest or penalty charges;
Makes change and issues receipts for money received;
Performs clerical and account-keeping tasks;
May answer routine requests for information concerning agency operation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of methods used in receipting and accounting for moderate to large sums of money; good knowledge of office terminology, procedures, and equipment; good knowledge of business English; ability to rapidly and accurately record moderate to large sums of money; ability to understand and carry out oral and written instructions; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to deal effectively with the public; alertness; good judgment; sensitivity; a high degree of accuracy; integrity; and resourcefulness.

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: 4/11/97
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A