

**SENIOR ACCOUNT CLERK-STENOGRAPHER**

DISTINGUISHING FEATURES OF THE CLASS: This is important and difficult clerical work involving responsibility for independent performance of varied account keeping clerical duties requiring the exercise of independent judgment in the application of procedures to specific situations as well as a general understanding of department policies. Duties include the regular performance of typing and stenographic tasks. Work is performed under general supervision with detailed instructions given regarding department objectives and for each new assignment. Supervision may be exercised over the work of a small clerical staff.

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.*

Classifies a variety of receipts and expenditures, and distributes costs according to a prescribed code;

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

Assigns work, reviews and records work done, and instructs new employees in the specialized account keeping and clerical work of a unit;

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;

Posts to journal or ledger accounts from a variety of original entry media;

Prepares summary statements of ledger balances;

Compiles payroll data, prepares, types and checks payrolls;

Compiles, prepares and types labor, material and operational cost records and reports;

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Takes and transcribes dictation;

Processes, types, sorts, indexes, records and files a variety of control records and reports;

Operates typewriter, computing, calculating, check writing and other office machines;

Cuts and proof reads stencils;

Types materials from copy, rough draft, dictating machine cylinders and other detailed instructions;

Compiles data for, prepares, types and analyzes complex financial and statistical reports and records;

Assists in the preparation of unit or departmental budget and in maintaining budget control.

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

**TERISTICS:** Thorough knowledge of modern methods of maintaining and checking financial accounts and records; Good knowledge of business arithmetic and English; Good knowledge of single and double entry bookkeeping; Ability to maintain complex activity control and personnel records and to prepare reports; Ability to type at a reasonable rate of speed; Ability to take and transcribe dictation; Ability to understand and follow detailed oral and written instructions; Ability to perform arithmetic computations rapidly and accurately; Ability to plan and supervise the work of clerical personnel; A high degree of accuracy; Initiative and resourcefulness; and Dependability.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from high school including or supplemented by courses in typing and stenography and two years of experience in the compilation and maintenance of financial accounts and reports; or

(B) Three years of experience as described in (A) above, at least two years of which include substantial part-time typing work; or

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(C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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