



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Audit Clerk**  
Jurisdictional Class: Competitive  
Civil Division: County Departments  
Adoption: CSM  
Revised: CSM 9/12/01, 1/18/06, 1/9/13

---

**DISTINGUISHING FEATURES OF THE CLASS:**

Performs routine clerical work in the auditing and verification of repetitive fiscal transactions and/or assists in performing more difficult and responsible phases of this work; does related work as required. The work is primarily of a routine nature and involves the application of standardized auditing procedures in the verification of fiscal transactions and pre-audit and post-audit of bills. Although detailed instructions are received regarding the processing of transactions and the amounts authorized for payment, employees are required to exercise independent judgment in applying payment schedules to specific cases. The work is performed under general supervision with higher level employees available for consultation on unusual problems.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Sorts, indexes and files bills, requisitions, ledger cards or printouts, and other material;  
Audits claims for payments for services rendered to recipients;  
Determines allowable expenditure limits and computes total payment to vendors;  
Posts records of payments;  
Performs incidental typing and other related clerical tasks;  
Makes arithmetical computations, compiles and types simple statistical reports;  
Operates computing, calculating, and other office machines;  
May contact vendors, caseworkers, or others for additional information;  
Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures and equipment;  
Working knowledge of business English;  
Working knowledge of modern methods of maintaining and reviewing financial transactions;  
Ability to use an alpha-numeric keyboard and utilize various types of software utilized by employer;  
Ability to understand and follow oral and written instructions;  
Ability to make arithmetic computations rapidly and accurately;  
Ability to write legibly;  
Clerical aptitude.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of an equivalency diploma including or supplemented by courses in Bookkeeping or Accounting; **OR**
- (B) Graduation from high school or possession of an equivalency diploma and three months of experience in Bookkeeping or Accounting; **OR**
- (C) Any equivalent combination as set by the limits of (A) and (B) above.