



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

JOB SPECIFICATION

Civil Service Title: **Account Clerk Typist**
Jurisdictional Class: Competitive
Civil Division: County Depts., CCCC, County Schools, Cayuga-Onondaga BOCES,
Soil & Water

Adoption: CSM
Revised: CSM 2/11/98, 4/7/98, 9/12/01

DISTINGUISHING FEATURES OF THE CLASS:

Independently performs routine clerical work in maintaining financial accounts and records 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 operating a typewriter, data entry keyboard or micro-computer. A substantial part of the time spent in the application of standard account keeping practices in maintaining and reviewing of financial accounts on standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Except for the ability to operate a typewriter, data entry keyboard or micro-computer, this class is equivalent to that of Account Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

OPERATES A TYPEWRITER, DATA ENTRY KEYBOARD OR MICRO-COMPUTER IN PERFORMING DUTIES DESCRIBED BELOW.

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
Posts figures to appropriate accounts either manually or through a computer, verifying data entered;
Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;
Assists in maintaining labor, material and operational cost records;
Assists in verifying and reconciling account balances according to a prescribed procedure;
Uses a data-entry terminal keyboard or micro-computer to enter and retrieve data from computer files;
Keys forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters and memoranda including lis pendens, title searches, index cards, time cards and similar materials;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
Transcribes from a dictaphone machine and or longhand copy;
Types and maintains various types of records;
Compiles data from and helps in the preparation of simple financial and statistical reports;
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
Compiles payroll data, prepares and checks payrolls;
Operates computing, calculating, check writing and other office machines;
Provides routine information orally or in writing in response to inquiries on financial records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of keeping and reviewing financial accounts and records;
Working knowledge of office terminology, procedures and equipment;
Working knowledge of business arithmetic and English;
Ability to type accurately at an acceptable rate of speed;
Ability to make arithmetic computations rapidly and accurately;
Ability to understand and follow oral and written instructions;
Ability to write legibly;
Ability to get along well with others;
Clerical aptitude;
Neatness;
Accuracy;
Tact and courtesy.

MINIMUM QUALIFICATIONS:

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