



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

**JOB SPECIFICATION**

Civil Service Title: **Principal Account Clerk Typist**  
Jurisdictional Class: Competitive  
Civil Division: County Departments  
Adoption: CSM 4/8/78  
Revised: CSM 1/14/98; 3/8/17

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**DISTINGUISHING FEATURES OF THE CLASS:**

Plans, assigns, and supervises major account keeping activities and/or independently performs difficult and responsible account keeping functions; does related work as required. This is highly important account keeping work involving responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. Work is performed under general supervision and in accordance with outlined policies and procedures but it calls for the frequent exercise of independent judgment. Difficult technical or policy problems are referred to a supervisor for decision, or review of judgment where recommendations are initiated. The incumbent does work as related.

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

Operates a typewriter, data entry keyboard or microcomputer in performing duties described below:  
Plans, assigns, and reviews the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of their work;  
Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;  
Directs the audit of varied accounts, claims and records and the preparation of reports thereon;  
Has charge of the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;  
Assists in the preparation of annual operating budgets and insures the maintenance of necessary financial controls;  
Is responsible for receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;  
Revises, systematizes and installs account-keeping methods and procedures;  
Reconciles ledgers of revenue received with bank statements;  
May supervise the preparation of purchase orders and the securing of bids from vendors;  
Conducts correspondence in connection with financial matters;  
Uses data entry terminal keyboard or micro-computer to enter and retrieve data from computer files;  
Oversees the receiving and accounting of money in payment for a variety of bills, taxes and related obligations;  
Keys forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters, and memoranda;  
Operates calculator, computer terminal and other related office machines;  
May supervise office staff in general clerical positions unrelated to accounting.

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

Thorough knowledge of modern methods used in keeping and checking financial records and reports;  
Thorough knowledge of office terminology, procedures and equipment;  
Thorough knowledge of business English;  
Ability to plan, assign and supervise the work of account keeping and clerical assistants;  
Ability to type at a satisfactory rate of speed;  
Ability to understand and carry out complex oral and written direction;  
Ability to make arithmetic computations rapidly and accurately;  
Ability to prepare correspondence and reports;  
Ability to secure the cooperation of others;  
Ability to deal effectively with the public;  
Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations;  
Good judgment in solving complex account keeping problems, a high degree of tact and courtesy.

**MINIMUM QUALIFICATIONS:**

- (A) Completion of 60 credit hours at a regionally accredited or New York State registered college or university, which must have included at least 12 credit hours in accounting, **PLUS** two years of experience maintaining financial accounts and records, which must have included keyboarding (typing) experience; **OR**
- (B) Graduation from high school or possession of an equivalency diploma, **PLUS** four years of experience maintaining financial accounts and records, which must have included keyboarding (typing) experience; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.