

ACCOUNT CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: Work is primarily of a routine nature involving operation of equipment requiring the manipulation of an alphanumeric keyboard to produce printed copy, and application of standardized account keeping practices in maintaining and reviewing financial accounts and records. Work requires use of a keyboard for a significant portion of the time. Account Clerk/Typists usually work under general supervision, performing standard assignments in accordance with defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Supervision over the work of others is not typically a responsibility. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).

Types, sorts and files correspondence, forms, form letters, payrolls, bills, vouchers, records, catalog cards, reports, index cards, memoranda and other material;
Acts as receptionist by directing callers to the proper person or office and by giving information of a routine nature;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
Collects fees and accounts for monies received;
Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
Types statistical and tabular reports;
Operates computing, calculating, and other office machines;
Compiles data for and helps in the preparation of simple financial and statistical reports;
Reconciles account balances according to a prescribed procedure;
Assists in maintaining labor, material and operational cost records;
Compiles payroll data for input to the payroll;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Working knowledge of financial accounts and records maintenance; working knowledge of office terminology, procedures and equipment; working knowledge of business English; ability to understand and follow oral and written instructions; ability to make arithmetic computations accurately; ability to write legibly; ability to type at an

acceptable rate of speed; clerical aptitude; ability to meet and deal with the public effectively; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and one (1) year of clerical experience which must have involved some use of computer applications to enter data, maintain records or prepare reports; or
- b) Three (3) years of clerical experience which must have involved some use of computer applications to enter data, maintain records or prepare reports; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.