

ACCOUNT CLERK STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves operating a typewriter and/or data entry machine part of the time in the application of standard account keeping practices in maintaining and reviewing financial accounts and records, as well as the substantial part-time taking and transcribing of dictation. Employees usually work under general supervision on standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on new or difficult assignments. An Account Clerk Stenographer does related work as required.

TYPICAL WORK ACTIVITIES:

- Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records, and other original entry media;
- Receives remittances by mail or in person, verifies amounts, computes interest and penalties and posts to books or original entry;
- Assists in maintaining labor, material, and operational cost records;
- Assists in verifying and reconciling account balances according to a prescribed procedure;
- Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, judgements, reports, index cards, time cards, and similar materials;
- Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
- Takes, transcribes, and types dictation of letters, memoranda, reports, and other materials;
- Compiles data for and helps in the preparation of financial and statistical reports;
- Sorts, indexes, and files requisitions, vouchers, ledger cards, and other materials;
- Compiles payroll data, prepares and checks payrolls;
- Operates calculating, check writing, word processing, data entry, and other office machines;
- Scans source documents and transcribes data by manipulating the alphanumeric key portion of a data entry machine;
- Locates proper source data files and makes changes, additions, or corrects errors;
- Manipulates keys and switches to program the machine to a special format;
- Compares data transcribed with the source document and corrects any errors;
- May search and extract data from computerized records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND 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 take and transcribe dictation at an acceptable rate of speed; ability to type and operate data entry machine accurately at an acceptable rate of speed; ability to make arithmetic computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from a standard high school or possession of a high school equivalency diploma;

OR

B.) One year of clerical office experience

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 4/12/83

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