

AGING SERVICES CLERK

DISTINGUISHING FEATURES OF THE CLASS: This class involves clerical tasks associated with accounting and auditing. Positions in the class systemize information about transactions and activities into accounts and quantitative records. This class is distinguished from that of Account Clerk Typist by virtue of the fact that an incumbent also provides information and assistance for programs and services including implementation of specific service components. Employees usually work under general supervision. Supervisors are available for consultation on unusual problems and provide instructions concerning new or difficult assignments. An Aging Services Clerk 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 records;
- Classifies receipts and expenditures and distributes costs according to a prescribed code;
- Compiles data for the preparation of financial and statistical reports including monthly data and report management;
- Assists with management of the NYS Client database including monitoring units entered, correcting missing data reports and assisting staff with any database changes for reporting requirements;
- May participate in maintaining records of leave time used;
- Verifies and reconciles account balances according to a prescribed procedure;
- Utilizes electronic data processing systems to process, record, and report data;
- Maintains and updates service resource manual and resource directory;
- Assists consumers with information, assistance and referral, including eligibility and entitlement programs and other services for older persons.

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; good knowledge of the characteristics, needs, and interests of the elderly; ability to type and operate and alphanumeric keyboard accurately, however, speed is not a significant factor; ability to make arithmetic computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to deal effectively with the public and others; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of work experience which must have involved the use of computer software to create and maintain spreadsheets and databases.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 4/21/92

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