



ACCOUNT CLERK TYPIST

Jurisdiction Class: Competitive
Civil Division: ALL
Adoption by YCCSC: 3/24/1971
Revised by YCCSC: 6/6/1991
Revised by YCCSC: 7/2/1997
Revised by PO: 5/2/2013
Revised by PO: 10/16/2019

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the performance of standard account keeping procedures in maintaining and checking financial accounts and records. An employee in this class usually works under immediate supervision on standard routine assignments in accordance with detailed procedures. Supervisors are available for consultation on unusual problems. Detailed instructions are given on new assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Type correspondence, documents, records and other written material in final or draft form;
Proofread and correct work, producing accurate, clean and complete typed copy;
Post to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records, and other original entry media;
Record remittances after computing interest and penalties;
Assist in maintaining labor, material and operational cost records;
Assist in verifying and reconciling account balances according to prescribed procedures;
File requisitions, vouchers, ledgers and other material;
Receive, organize and maintain various types of records;
Review account keeping records and reports for arithmetical and clerical accuracy;
Compile data, and assist in the preparation of basic financial and statistical reports;
Operate standard office equipment, and perform routine equipment maintenance tasks;
May prepare and maintain time records and payroll data;
May collect fees and account for monies received;
May serve as receptionist, greeting clients and/or visitors in a courteous and professional manner;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in keeping and reviewing financial accounts, records, terminology, procedures and equipment;
Good knowledge of clerical operations involving, comparing, checking and counting;
Working knowledge of basic arithmetic functions of addition, subtraction, multiplication and division, and make arithmetic computations rapidly and accurately;
Ability to perform work involving fractions, decimals, averages, and percentages;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer;
Ability to type accurately and at an acceptable rate of speed;
Ability to perform common record keeping tasks;
Ability to organize and collate data from multiple sources;
Ability to schedule and maintain a record system using running balances;
Ability to complete a table summarizing data using totals, subtotals, averages, and percentages;
Ability to file material accurately in alphabetic order;
Ability to write legibly using correct grammar and spelling;
Ability to set up appropriate forms, charts and other tabular listings;
Ability to perform close, detailed work involving considerable visual effort and strain;
Ability to understand and follow oral and written instructions;
Ability to obtain and relay routine information;
Ability to interact with customers, co-workers, and the general public in a professional and courteous manner at all times;

Ability to understand and comply with privacy laws and all practices related to the safekeeping of County and customer information;

Working knowledge of business arithmetic;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, or higher level of education; AND two (2) years of clerical experience maintaining financial accounts and records.