

## SENIOR ACCOUNT CLERK STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is important and difficult clerical work involving responsibility for independent performance of varied account keeping and clerical duties and for part-time taking and typing of dictation and operation of data entry machines. Work requires the exercise of independent judgement in the application of procedures to specific situations as well as a general understanding of department policies. Work is performed under general supervision with detailed instructions given regarding department objectives and for new assignment. Supervision may be exercised over the work of clerical assistants. Does related work as required.

### TYPICAL WORK ACTIVITIES:

- Classifies a variety of receipts and expenditures, and distributes costs according to a prescribed code;
- Reviews and checks complex account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;
- Assigns work, reviews and records work done, and instructs new employees in the specialized account keeping and clerical work of a unit;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Receives remittances by mail or in person, verifies amount, computes interest and penalties, and posts to book of original entry;
- Issues receipts for monies received;
- Posts to journal or ledger accounts from a variety of original entry media;
- Prepares summary statements of ledger balances;
- Compiles payroll data, prepares, types, and checks payrolls;
- Compiles, prepares, and types labor, material, and operational cost records and reports;
- Processes, types, sorts, indexes, records, and files a variety of control records and reports;
- Operates typewriter, computing, calculating, check writing, data entry, and other office machines;
- May maintain purchasing, inventory, and personnel records;
- Types materials from copy, rough draft, dictating machines, and other sources;
- Compiles data for, prepares, types, and analyzes financial and statistical records and reports;
- Utilizes electronic data processing system to record, report, and process information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern methods of keeping and checking financial accounts and records; good knowledge of office terminology, procedures, and equipment; good knowledge of business English; ability to understand and carry out oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to operate alpha-numeric keyboards accurately at a satisfactory rate of speed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience involving the maintenance and checking of financial accounts and records.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 5/30/89