

ACCOUNT CLERK-STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: Work is primarily of a routine nature involving the full or substantially part-time taking and transcribing of dictation and operation of a typewriter and as well the application of standard account keeping practices in maintaining and reviewing financial accounts and records. 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 all new or difficult assignments. Excepting the ability to take and transcribe dictation in shorthand, this class is equivalent to that of Account Clerk.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Takes and transcribes dictation of letters, memoranda, reports and other materials;
- Operates a typewriter in performing a number of varied account keeping tasks;
- May act as secretary to an official where assignments are limited in scope;
- 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 of original entry;
- Types records and reports and checks for clerical accuracy, completeness and proper extension;
- Assists in verifying and reconciling account balances according to a prescribed procedure;
- Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgment, lis pendens, reports, index cards, time cards and similar materials;
- Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
- May answer telephone and act as receptionist giving out routine information;
- Transcribes dictaphone cylinders and/or long hand copy;
- Operates computing, calculating, check writing and other office machines.

FULL PERFORMANCE KNOWLEDGE, 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; ability to take and transcribe dictation at an acceptable rate of speed; ability to type accurately at an acceptable rate of speed; working knowledge of business arithmetic and English; 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; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Either -** (A) Graduation from high school including or supplemented by courses in bookkeeping, stenography and typing;
- or** (B) Any equivalent combination of experience and training.

Competitive (FT)

Non-Competitive (PT)