

ACCOUNT CLERK I

CLASSIFICATION DEFINITION

Under close supervision, the Account Clerk I performs routine accounting, statistical and case record-keeping tasks related to the maintenance and processing of fiscal, statistical, and case records in a manual or automated environment; and performs related work as required.

The Account Clerk I is the entry/trainee level in the Account Clerk series. Incumbents in this class initially perform work under close supervision and receive in-service training. As requisite skills and knowledge are developed, greater independence is exercised. The incumbent is expected to advance to the journey level Account Clerk II after one year of satisfactory performance at the I level.

The Account Clerk differs from the Office Assistant class in that the primary duties of the Account Clerk involve the application of mathematical skills and aptitudes in the use of data, numerical information, and statistics. The Office Assistant class performs a wide variety of general office support duties in which the use of mathematical aptitude is incidental to their primary function.

TYPICAL DUTIES

- Maintains financial, statistical and case records; makes arithmetical tabulations; posts financial data by hand or computer to ledger cards, expenditure and case records; records or codes information, data, or figures in a variety of documents or records; checks data contained in various documents for accuracy.
- Assists in the preparation of statistical and fiscal reports required by State, Federal, and local agencies; assists with compilation of budget information including work and time records; gathers and summarizes information by extracting it from source documents or computerized reports and arranging it in understandable, presentable, or prescribed format.
- Handles money transactions such as collecting and disbursing monies and other negotiable items related to department's programs and agency operations; checks, balances, and reconciles cash statements and computerized reports; assists with the processing of documents such as invoices, purchase orders, warrants, food stamps, and other records.
- Answers telephone calls to provide, elicit, or verify information or data.
- May operate automated systems, including the automated system to produce letters, reports, summaries, notices, checks, data, spread sheets, and standardized forms which are required for the maintenance of fiscal and statistical reports.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern office practices, methods, procedures, and automated systems.
- General goals and purpose of the department's programs.
- Basic mathematics.
- Basic financial and statistical record keeping practices and procedures.

Ability to:

- Exercise sound judgment when initiating processes, actions, and alternatives within established procedures and regulations.
- Work continuously with figures and perform arithmetic computations accurately and quickly.
- Enter data accurately into automated system.
- Compare and transcribe numbers and words accurately.
- Locate, identify, and correct inaccurate or incomplete information.
- Follow written and oral directions and instructions.
- Learn and perform a variety of financial and statistical record keeping assignments.
- Establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS (Education and/or Experience)

Any combination of education and experience, which would likely provide the required knowledge and abilities, is qualifying.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.