

## ACCOUNT CLERK II

### CLASSIFICATION DEFINITION

Under general supervision, an Account Clerk II performs a variety of general or specialized account, statistical, and case record-keeping activities related to the maintenance and processing of fiscal, statistical and case records in a manual or automated environment; obtains and compares information related to department records, programs, and services; and performs related work as required.

The Account Clerk II is the journey level in the Account Clerk series. Incumbents are expected to have a substantial background and experience in the area of financial, statistical or case record keeping and reporting, and are expected to use independent judgment in selecting and applying specific references, procedures, sequences, and alternatives to different work situations, referring non-procedural questions to the lead-worker or supervisor.

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; post financial data by hand or computer to ledger cards and expenditure 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, fiscal, and case 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 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 public social services programs.
- Basic mathematics.
- Methods, practices, and procedures of financial, statistical, and case record keeping.
- Spreadsheet software.

### **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.
- Accurately compare and transcribe numbers and words.
- Locate, identify, and correct inaccurate or incomplete information.
- Communicate effectively verbally and in writing with individuals from diverse socio-economic and cultural backgrounds.
- Establish and maintain effective working relationships.
- Follow written and oral directions and instructions.
- Perform a variety of financial, statistical, and case record keeping assignments.
- Prepare and maintain accurate reports and records.

## **MINIMUM QUALIFICATIONS (Education and/or Experience)**

One (1) year of experience performing fiscal, statistical, or case record office support work in an office environment.

## **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.