

ACCOUNT CLERK III

CLASSIFICATION DEFINITION

Under general supervision, the Account Clerk III performs the more difficult and specialized account, statistical, and case record-keeping activities in a manual or automated environment; explains rules, policies and operations related to assigned work area; may serve as a lead-worker and provide training and work assignments to a group of fiscal support staff; and performs related work as required.

The Account Clerk III is the advanced journey level in the Account Clerk series. Incumbents either act as the lead-worker to a group of fiscal support staff; or exercise detailed subject matter knowledge of a specific program area or specialized system inherent to the operations of the department.

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, and the interpretation and application of rules and procedures requiring sustained, frequent, and intensive 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

- As lead-worker, instructs employees in the interpretation and application of laws, regulations, policies, and procedures related to fiscal and statistical record-keeping and reporting for the department's programs, automated systems, or department payroll and administrative reporting; prioritizes and manages workload distribution; acts as technical resource on more difficult problems or specialized issues; monitors quality and timeliness of unit work; identifies and provides individual instruction to co-workers for work deficiencies; provides feedback to supervisor as requested.
- Assists the public by answering inquiries about policies and procedures; obtains information, resolves discrepancies or errors, disperses relevant information, or refers client to the appropriate personnel or location; explains the proper use of forms, documents, and reports.
- Prepares statistical, fiscal, and case record reports required by State, Federal, and local agencies; assists with compilation of budget information including work and time records; gathers and arranges information by extracting it from source documents or computer reports, and arranging it in understandable, presentable, prescribed format.
- Receives and verifies bills, invoices, vouchers, purchase orders, claims and related materials; tabulates amounts; codes data for processing; post revenue and expenditure to daily journals and control registers; adjust accounts, proofs and balances total against off-setting total or source materials; traces and corrects errors.

- Maintains financial, statistical, work, time, and payroll information, and case records.
- Handles money transactions such as collecting and disbursing monies and other negotiable items related to the department's programs and agency operations; maintains records of receipts; checks, balances, and reconciles cash statements and computerized reports; processes documents such as invoices, purchase orders, and other records.
- Answers telephone to provide, elicit, or verify information or data.
- May operate automated systems to produce notices, checks, graphs, charts, letters, reports, legal documents, spreadsheets, and standardized forms that are required for the maintenance of fiscal and statistical reports.
- May trouble-shoot problems relating to automated systems.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Comprehensive mathematics.
- Grammar, vocabulary, spelling, punctuation and composition.
- Office and department practices, procedures, programs, services, policies, regulations, and automated systems.
- Laws, rules and regulations governing the maintenance of account, fiscal, and case records in the area assigned.
- Principles of supervision and training.
- Methods and techniques used in researching, proofing, evaluating, gathering, organizing and arranging data.

Ability to:

- Verify, compile, reconcile and interpret data.
- Work continuously with figures and perform arithmetic computations accurately and quickly.
- Supervise and train subordinate employees effectively and maintain cooperative working relationships.
- Understand and apply specific rules, codes, regulations, procedures, policies and precedents.
- Select, interpret and explain regulations and procedures to others.
- Communicate effectively both verbally and in writing.
- Use independent initiative and discretion in organizing work and carrying out instructions.
- Research, proof, evaluate, gather, organize and arrange a diversity of information.
- Perform a variety of more difficult fiscal and statistical record keeping assignments.
- Maintain journals, ledgers, and complex accounting and case records.

MINIMUM QUALIFICATIONS (Education and/or Experience)

Two (2) years of experience performing office support duties relating to fiscal, statistical, and case record maintenance, with one (1) year of journey level experience.

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.