

GENESEE COUNTY

ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves operating an alpha/numeric keyboard a substantial part of the time in the application of standard financial record keeping practices in maintaining and reviewing of financial accounts and records. Independently performs routine clerical and typing duties, while maintaining financial accounts and records, and assists in performing more difficult and responsible phases of this work. Employees work under general supervision on standard assignments, in accordance with defined procedures. Supervisors are available for consultation on unusual problems, and to provide instructions on all new assignments. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Enters into appropriate budget appropriations, expenses, invoices, payrolls, receipts, voucher records and other original entry media;
Receives remittances by mail or in person, verifies amounts, computes interest and penalties, and enters into books or original entry;
Assists in maintaining labor, material, and operational cost records;
Assists in verifying and reconciling financial record balances, according to a prescribed procedure;
Types forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, lis pendens, reports, index cards, time cards, and similar materials;
Classifies constantly recurring receipts and expenditures, and distributes costs according to a prescribed code;
Types and maintains a variety of records;
Compiles data for, and helps in the preparation of, simple financial and statistical reports;
Sorts, indexes, and files requisitions, vouchers, ledger cards, and other material;
Compiles payroll data, prepares and checks payrolls;
Operates computing, calculating, check writing, and other office machines.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL

CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial records; working knowledge of office terminology, procedures and equipment; working knowledge of Business Arithmetic and English; ability to use alpha/numeric keyboard accurately, at an acceptable rate of speed; ability to make arithmetic computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legible; ability to get along well with others; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to talk or hear and occasionally walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate's degree from a regionally accredited or NYS registered college or university with a degree in accounting;

OR:

- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, including or supplemented by a course in typing or experience in typing and completion of a minimum of 62 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 24 semester credit hours in accounting;

OR:

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, including or supplemented by a course in typing or experience in typing, and two (2) years of full-time, paid experience in responsible financial record keeping duties;

Part-time, paid experience will be prorated.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an education institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who

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Note Cont'd: provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Revised 6/17/76	1/21/94
6/28/82	5/22/97
12/2/83	9/28/98
8/5/85	10/5/00
1/29/86	9/29/23
6/24/92	

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.