

## **ACCOUNT CLERK STENOGRAPHER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an entry level position responsible for the performance of routine account keeping and clerical duties including stenography and typing. The work is carried out in accordance with established procedures and involves the application of account keeping principles and practices and other clerical functions. Work is performed under the direct supervision of a higher level employee with minimal leeway allowed in the completion of work assignments. Supervision over others is not normally a function of this class.

### **TYPICAL WORK ACTIVITIES:**

1. Processes and audits vouchers for payment to vendors and encumbers proper account;
2. Posts to journal or ledger account from appropriation, expense, invoice payroll, receipts, voucher records, and other original entry media;
3. Prepares summary statements of ledger balances;
4. Receives remittances by mail or in person, verifies accounts, computes interest and penalties, and posts to books of original entry;
5. Compiles payroll data, prepares and checks payroll;
6. Verifies and reconciles account balances according to a prescribed procedure;
7. Reviews and checks routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
8. Sorts, indexes, and files a variety of records and reports;
9. Takes and transcribes dictation of letters, memoranda, reports and other materials;
10. May operate various office machines, including a bookkeeping machine and electronic data processing equipment in the performance of account keeping duties;
11. May act as a receptionist, answer telephone, and direct inquiries to proper recipient;
12. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the principles, practices and procedures of account keeping; working knowledge of office terminology, procedures and equipment; working knowledge of business English and arithmetic; ability to maintain neat and legible records; ability to understand and effectively carry out oral and written directions; ability to type at not less than 35 words per minute; ability to take dictation at not less than 80 words per minute; mathematical aptitude; patience; integrity; accuracy; physical condition commensurate with the demands of the position.

**ACCOUNT CLERK STENOGRAPHER** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in the performance of account keeping and/or bookkeeping;
- OR: (B) Completion of one year (30 credits are equal to one year) of college, business school or other post high school training which includes two courses in account keeping and/or bookkeeping;
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENT:**

Candidates must indicate ability to type and take stenography, i.e., courses in typing and stenography or typing and stenographic work experience.

CL2405

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