

SENIOR ACCOUNT CLERK - TYPIST

JOB CODE: 6911
DEPARTMENT: Tioga County Departments, Municipalities, School Districts
CLASSIFICATION: Competitive
SALARY GRADE: CSEA - Grade V (Tioga Co.)
ADOPTED: Revised 4/97; 1/02, 08/16, 01/20; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing moderately difficult clerical duties, operating a mainframe or personal computer, and/or typewriter and account keeping duties requiring a general understanding of specific law, office rules, procedures and policies. The work also involves responsibility of transcribing and entering accounting, statistical, demographic and/or eligibility data from a variety of source documents into a computer. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods to routine cases. General supervision is received from a higher ranking accounting or administrative employee. Supervision may be exercised over the work of one or more lower ranking employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Operates a personal computer and/or typewriter in performing duties described below;
- Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
- Assigns work, reviews and records work done, and instructs new employees in specialized account keeping activities;
- Posts a variety of original entry media to journal or ledger or claiming system;
- Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Supervises, when required, the verifying and reconciling of individual account balances;
- Compiles and prepares labor, material and operational cost records and reports;
- May supervise when required the processing, sorting, indexing, recording and filing of a variety of control records and reports;
- Operates computing, calculating, check writing and other office machines
- Responsible for the preparation of reports from journal or ledger;
- Working from rough draft or from data personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda vouchers, reports, requisitions and other materials;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Answers telephone and gives out routine information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to type accurately at a satisfactory rate of speed; ability to plan and supervise the work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; clerical aptitude; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time experience or its part-time equivalent in maintaining financial accounts, which shall have involved typing; OR
- b. Three (3) years of full-time experience or its part-time equivalent in maintaining financial accounts, which shall have involved typing; OR
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

Qualification Note: Typing experience shall be defined as work that involves typing in paragraph form; examples include preparing correspondence, memos, letters, or written reports. Key punch or data entry will not be considered as qualifying experience.