

POSITION CLASS TITLE: ACCOUNT CLERK TYPIST

JURISDICTIONAL CLASS: COMPETITIVE

CIVIL DIVISION: CITY OF OSWEGO

AUTHORIZATION: PERSONNEL DIRECTOR

(revised: Jan 2005)

#### DISTINGUISHING FEATURES OF THE CLASS:

The employee in this position performs routine account keeping, typing, clerical duties, which may require the use of a personal or microcomputer. An employee in this class usually works under general supervision on standard routine assignments in accordance with detailed procedures. Supervisors are available for consultation on unusual problems and give detailed instructions on new assignments. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential. The employee in this position does not supervise. Does related duties as required.

#### TYPICAL WORK ACTIVITIES:

- Posts to a variety of accounts concerning money received and disbursed;
- Operates word processor, microcomputer and/or other automated office equipment;
- Collects and deposits funds in various accounts;
- Makes out checks and keeps records of checks issued, money collected and refunded, and other financial transactions to proper authorities, checks for accuracy;
- Maintains cash ledger and balances accounts;
- Types reports, correspondence, purchase orders, forms payrolls, invoices and envelopes;
- Performs a variety of related clerical and account keeping duties;
- Assists in maintaining labor, material and operating cost records;
- Classifies constantly recurring receipts and expenditures and distributes according to a prescribed code;

## KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics

Working knowledge of organization, function, rules, policies and regulations of agency assigned; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type from clear copy of rough draft; ability to follow moderately complex oral and written directions; ability to get along well with others; clerical aptitude.

## MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- A) Graduation from high school or possession of New York State high school equivalency diploma, and one (1) year or its part time equivalent experience in the compilation and maintenance of financial accounts and records;  
OR
- B) Two (2) years or its part time equivalent in the compilation and maintenance of financial accounts and records  
OR
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B)