

JUNIOR BUDGET CLERK

GENERAL STATEMENT OF DUTIES: Performs specialized clerical work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the routine aspects of budget assembly and preparation involving considerable mathematical and statistical computations. Work requires some exercise of independent judgment in the application of prescribed methods and procedures for budget preparation. Supervision is not a regular responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Computes and charts financial data utilizing percentages, sub-totals, moving totals etc. related to overlapping debt study, monthly budget progress, statistics and projections, special budget analyses and the like;

Computes and reconciles bond amortization and interest and combines totals;

Checks quarterly allocation requests for accuracy;

Assists in processing appropriation and allocation changes, and checking same;

Checks submitted budget request sheets for accuracy and completeness;

Makes and checks calculations for budget requested and allowed analyses;

Prepares analyses showing a summary of requested increases and decreases and allowed increases and decreases, separated by budget classifications;

Compiles, checks, and tabulates figures necessary to the analyses of budget data, as directed;

Prepares and proofs budget materials for the printer and participates in proof-reading the submitted printer's proofs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of business arithmetic; ability to compute percentages, cumulative totals, averages, sub-totals, and summary statistics as is required in carrying out the details of budget preparations and operation; ability to carry out complex oral and written instructions; discretion in routine handling of highly confidential information; ability to operate a calculator and adding machines; poise in dealing with high level public officers; tact; resourcefulness in reconciling data and working out arithmetical and procedural problems; initiative in carrying out work to completion; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) completion of two years of college from a recognized college or university with major course work in business, mathematics or accounting and one year of clerical or business experience; or (b) completion of two years of college from a recognized college or university and one year of clerical or business experience involving substantial work with figures; or (c) three years of business or clerical experience, one of which must have involved substantial work with figures; or (d) a satisfactory equivalent combination of the foregoing training and experience.

West. Co.
J. C.: Competitive
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Job Class Code: C0568
Job Group: V