

ACCOUNT CLERK - STENOGRAPHER

GENERAL STATEMENT OF DUTIES: Keeps financial records and accounts and performs stenographic work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, this position involves responsibility for keeping financial records and accounts and performing stenographic work of average difficulty. This is an entry-level position and involves limited judgment in carrying out prescribed procedures. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Posts, audits, and balances ledger accounts;

Handles cash receipts;

Prepares bank deposits;

Takes trial balances;

Reconciles accounts with control ledgers and bank accounts;

Classifies receipts and expenditures according to standard classifications;

Prepares payrolls;

Writes checks;

Takes dictation of letters and memoranda and transcribes the notes using a variety of machines with a standard alphanumeric keyboard, such as a typewriter, word processor, etc.;

Answers routine correspondence;

Types reports, statements, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Basic knowledge of financial accounting and record keeping practices; good knowledge of office terminology, procedures and equipment; ability to take dictation at not less than 80 words per minute; ability to manipulate a standard alphanumeric keyboard at a speed of not less than 35 words per minute; ability to understand and carry out oral and written directions; ability to make arithmetic computations rapidly and accurately; clerical aptitude; accuracy; courtesy; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six months of clerical experience involving financial recordkeeping, typing and stenographic work.

NOTE: Satisfactory completion of 15 credits in business courses at a recognized college or business school may be substituted for the required financial recordkeeping experience. However, candidates must have the typing and stenographic experience or successful completion of a typing and stenographic course.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.