

TELEPHONE OPERATOR - AUDIT CLERK

GENERAL STATEMENT OF DUTIES: Operates a telephone switchboard or central phone system and audits invoices made by a School District; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level administrative employee, an incumbent of this position is responsible for the operation of a telephone switchboard or central phone system console. (Equipment will vary from District to District.) In addition, the incumbent will be required to perform routine clerical work including the auditing of all invoices and purchase orders prior to payment by the District. The work is performed in accordance with a prescribed routine outlined by the supervisor. As specified by Section 1709 (20-a) of the New York State Education Law, the incumbent cannot be directly involved in the accounting and purchasing functions of the District. Relief operators whose major work is in another clerical field are allocated to other clerical titles.

EXAMPLES OF WORK: (Illustrative Only)

Operates a telephone switchboard or central phone system to relay incoming, outgoing or interoffice calls;

Pushes switch keys to make connections and relay calls on a cordless switchboard;

Places long distance calls;

Supplies information to callers and records messages;

Verifies accuracy of invoices;

Compares invoices with previously approved contracts and/or purchase orders;

Audits invoice prior to payment by the District;

Brings discrepancies to the attention of supervisor;

Maintains a current record of persons employed by the District and their extension numbers;

Keeps a record of calls placed;

Checks telephone bills against the record of calls placed;

May keep a record of toll charges;

Performs miscellaneous clerical duties, such as filing;

Performs sorting or proofreading, as assigned;

EXAMPLES OF WORK: (Illustrative Only)

May operate a bell, buzzers and/or paging system to call persons to answer a telephone call;

Reports telephone lines that are out of order.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the organization and functions of the jurisdiction to which assigned; working knowledge of office terminology, procedures, and office equipment; skill in the operation of adding, computing and other office machines; ability to operate a telephone switchboard or central phone system; ability to use proper techniques in placing and receiving telephone calls; ability to perform basic mathematical computations; ability to maintain simple clerical records neatly and accurately; ability to understand and follow simple oral and written instructions; accuracy; integrity; tact; courtesy; dependability; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six months of clerical experience involving the auditing (i.e., examines to verify accuracy or conformity with requirements) of financial documents (e.g., purchase orders, requisitions, invoices, payroll records, etc.)

NOTE: Satisfactory completion of 15 credits in business courses at a recognized college or business school may be substituted for the required experience.

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.