

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 28, 2000

SENIOR ACCOUNT CLERK - STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical, typing, and stenographic work involving the independent performance and supervision of financial account and record keeping. The work may require a general understanding of specific law, office rules, procedures and policies. The work may require decision making as to methods to be used and classification of records and accounts. Work is performed under general supervision. Incumbents may supervise and train lower level clerical workers. This position differs from Account Clerk Typist by the increased complexity of duties; his/her level of responsibility and the presence of supervisory responsibility. Excepting for the ability to type and perform stenographic duties, this class is equivalent to that of Senior Account Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates a typewriter and/or computer keyboard in performing duties described below:

1. Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
2. Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
3. Renews status of accounts as adjustments are made and takes appropriate action such as authorizing payment, issuing checks or preparing bills;
4. Tracks audits and monitors a variety of accounts; verifies adjustments are made to correct allocations and issues reports as required;
5. Takes and transcribes the dictation of letters, memoranda, reports, and other materials;
6. Supervises employees by assigning and reviewing completed work and instructing new employees in specialized account keeping activities;
7. Prepares more complex financial or statistical summary reports; checks for accuracy of computations and completeness or supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for federal or State reimbursements;
8. Prepares funds for deposit into book accounts; reconciles accounts and prepares reports from information;
9. Contacts clients, vendors or other agencies to obtain additional information;
10. Provides information orally or in writing in response to inquiries on status of accounts;
11. Processes, sorts, indexes, records and files a variety of control records and reports, or supervises the process;
12. Performs more complex payroll transactions or may prepare payroll for entire department and prepare all related reports;
13. Operates calculator, personal computer, check writing machine and other related office equipment;
14. May prepare figures and reports for use in budget preparation;
15. Conducts routine correspondence on matters where policies and procedures are well defined;
16. Prepares for, attends, and takes dictation at meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND 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 plan and supervise the work of others; ability to make more difficult arithmetic computations involving fractions, decimals and percentage rapidly and accurately; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complicated oral instructions and/or written directions; ability to develop effective working relationships and deal diplomatically with the public; ability to perform close, detail work involving considerable visual effort and strain; ability to type and take dictation accurately at a satisfactory rate of speed; ability to write legibly; integrity and good judgment; mental alertness; high degree of accuracy; neatness; tact and courtesy; physical condition commensurate with the requirements of the position.

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SENIOR ACCOUNT CLERK STENOGRAPHER CONTINUED

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status as an Account Clerk-Stenographer.

OPEN-COMPETITIVE:

Graduation from high school or possession of a high school equivalency diploma **and** three (3) years of full-time paid clerical experience involving responsibility for maintaining financial accounts and records.

NOTE: Successful completion of coursework in accounting, business administration or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience.

SPECIAL REQUIREMENT: All candidates must be able to type at the rate of 35 words per minute and take dictation at the rate of 80 words per minute.