

## ACCOUNT CLERK/STENOGRAPHER

Competitive

(Adopted: May 27, 1969)  
(Revised: February 2, 1989)

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily routine clerical work involving a substantial amount of taking and transcribing of dictation, the operation of a typewriter and the application of standardized account keeping practices in maintaining and reviewing financial accounts and records. Work is performed under general supervision on standard assignments and in accordance with definitely defined procedures. Supervision is available for consultation on unusual problems and for instructions on all new or difficult assignments. Excepting the ability to take and transcribe dictation, this class is equivalent to that of an Account Clerk/Typist. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Operates a typewriter, word processor and/or computer in performing duties as described below:

Takes and transcribes dictation of letters, memoranda, reports and other materials;

Types materials from copy, rough draft, dictation machine cylinders and other detailed instructions;

May act as secretary to an official where assignments are limited in scope;

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;

Receives remittance by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;

Types records and reports and checks for clerical accuracy, completeness and proper extension;

Assists in verifying and reconciling account balances according to a prescribed procedure;

Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;

May answer telephone and act as receptionist giving out routine information;

Operates computing, calculating, check writing and other office machines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; ability to take and transcribe dictation at an acceptable rate of speed; ability to type accurately at an acceptable rate of speed; working knowledge of business arithmetic and English; ability to make arithmetic computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one (1) year of training and/or experience in maintaining financial accounts and records which shall have included the taking and transcribing of dictation.