

Jurisdictional Class: Competitive
Adopted: February 13, 1976
Revised: April 23, 2010

AUDIT CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is primarily of a routine nature and involves the application of standardized auditing procedures in the verification of fiscal transactions as well as pre- and post-audit of County warrants, claims and departmental accounts. Although detailed instructions are received regarding the processing of transactions and the amounts authorized for payment, employees are required to exercise independent judgment in applying general guidelines to specific cases. This position involves a substantial amount of skilled typing. The work is performed under general supervision with higher level employees available for consultation on unusual problems. Supervision may be exercised over a small number of clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Audits claims for payments of goods and services received by County departments and contract agencies;
Audits assigned departmental accounts and monitors procedure to verify adherence to established methods;
Transfers funds between individual department accounts when authorized to do so;
Determines allowable expenditure limits, computes total payment to vendors, and cross-checks to guard against duplicate payments;
Prepares, maintains, and types payrolls;
Makes arithmetic computations, verifies accuracy of computation and extensions, and recalculates discounts;
May contact vendors, contractors, and others for additional information;
Assigns and reviews work of subordinate employees;
Operates computing, calculating and other office machines;
Compiles and types data for statistical reports, financial management studies, and standardized State and Federal report forms;
Types forms, correspondence, memoranda and reports from copy, rough draft, and other detailed instructions;
Performs sorting, coding, general typing, and other related clerical tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, and equipment;
Good knowledge of business English;
Good knowledge of modern methods of maintaining and reviewing financial transactions;
Ability to type accurately at an acceptable rate of speed;
Ability to understand and follow complex oral and written instructions;
Ability to make arithmetical computations rapidly and accurately;
Ability to plan and supervise the work of others;
Ability to write legibly;
A high degree of accuracy;
Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of responsible clerical experience involving typing; at least one (1) year of which must have included a substantial amount of auditing or account keeping.