

**ACCOUNT CLERK III**  
**ACCOUNT CLERK III (Confidential)**

**ACCOUNT CLERK (LEVEL II)**  
**ACCOUNT CLERK (Level II) (Confidential)**

**ACCOUNT CLERK (LEVEL I)**  
**ACCOUNT CLERK (Level I) (Confidential)**

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**DEFINITION**

Under supervision performs a variety of clerical accounting duties in the preparation, maintenance, review, auditing, and processing of financial and statistical records, reports, and claims.

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**DISTINGUISHING CHARACTERISTICS**

This series consists of two classes.

**Account Clerk III** is the advanced journey/lead worker class. Under supervision, incumbents may lead and assist with the work of a group of employees engaged in financial clerical work; or incumbents may be assigned difficult work requiring independent judgment, responsibility, and a broad knowledge and understanding of departmental record keeping procedures.

**Account Clerk** is the entry and journey class. This is a single class with two salary levels, Account Clerk (Level II) and Account Clerk (Level I):

**Account Clerk (Level II)** is the journey level. Under supervision, work involves the processing and maintenance of statistical or financial records.

**Account Clerk (Level I)** is the training/entry level, designed to recruit persons with some experience in performing financial clerical work. Under close supervision, incumbents at this level are trained in financial clerical functions in the department. As experience is gained, greater independence of action is exercised and less detailed supervision is received until an incumbent is performing at the journey level.

Positions are budgeted at Level II but flexibly staffed. The level at which initial appointments are made, and advancement, from the lower to the higher level, is at the discretion of the appointing authority provided the minimum qualifications are met

Some positions in these classes may be designated "confidential" in nature, in accordance with the County Employee Relations Ordinance, and are excluded from the representation unit which includes positions allocated to the regular classes.

## DUTIES, KNOWLEDGE and ABILITIES

***Note:**The following duties are typical of those performed by incumbents in this class series. Other related duties may also be performed; not all duties listed are necessarily performed by each individual.*

### **DUTIES:**

#### **Account Clerk III**

In addition to duties performed at Account Clerk (Level I/II)

1. Researches and makes recommendations on how to resolve complex customer service problems which include interaction between other county employees and supervisors, referring to rules, regulations, policies and procedures in order to (IOT) meet customer needs.
2. Explains policies and procedures IOT inform customers of correct process.
3. Verifies/reviews accounting reports, adding receipts, subtracting disbursements and charges, using 10-key IOT arrive at summary total or determine correct amount for transactions.
4. Reviews/verifies documents IOT ensure information for payment is correct.
5. Originates various forms (LFO, BOR, Requisitions, Claims) IOT submit to Auditor's Office for processing of vendor/client payments.
6. Prepares journal vouchers to distribute charges/operating costs for purchases using fund code chart, appropriate code forms, computer, or manually IOT transfer funds or to charge correct accounts.
7. Calculates/totals checks/cash using 10-key adding machine/calculator IOT reconcile day's receipts and/or deposit permits.
8. Prepares reports using spreadsheets, databases and word processing applications IOT track information.
9. Reviews staff's work for completeness, to correct or reject if necessary, IOT ensure daily work assignments are accurate and complete.
10. Answers questions from unit staff on policies, procedures, directives, by utilizing knowledge of program, or researching and gathering information to find the correct answer IOT facilitate workflow.
11. Distributes and/or assigns workload/workflow, on daily/weekly basis to unit IOT coordinate unit work production, and ensure that employees have enough work to keep busy.

**DUTIES: Account Clerk III (cont'd)**

12. Trains and cross-trains employees in various functions of program process IOT maintain properly trained, knowledgeable personnel.

**Account Clerk (Level II)**

1. Answers questions from customers in order to (IOT) provide status of account and verify information.
2. Transfers calls or takes messages IOT deliver clear and accurate information.
3. Dispenses/receives documents or supplies IOT receive or provide customers with accurate forms/supplies or to store supplies and deliveries.
4. Verifies documents IOT ensure document is accurate and complete.
5. Calculates/verifies and adjusts accounts or reports IOT reconcile or balance reports and accounts for further processing.
6. Reviews receiving reports for proper authorization for payment, appropriate codes, vendor's number, IOT process for payment.
7. Calculates checks/cash IOT produce days receipts.
8. Matches invoice documents with receiving reports or packing slip using calculator, vendor's price list, reports or logs, County contracts, IOT ensure correct amounts and process for payment.
9. Prepares deposit permits according to County Policies and Procedures IOT deposit funds into proper accounts.
10. Batches/groups organized deposit permits IOT prepare permits/remittances for deposits.
11. Updates and makes corrections to existing records IOT create/modify/update records.
12. Tracks and logs in work IOT provide accurate record of all transactions.
13. Verifies data/information using printouts, calculator, or oral communication IOT input or maintain accurate information or record for appearances.
14. Tabulates (add) all work IOT produce statistical reports, comply with federal/state regulations, and monitor internal operations and security.
15. Compares/combines data/information using printouts, invoices, computer, IOT create/verify data for entry, or route for further processing.

**DUTIES: Account Clerk (Level II) (cont'd)**

16. Files information chronologically, numerically, or alphabetically IOT maintain accurate/organized filing system.
17. Searches, locates, retrieves files from manual or computerized system IOT provide requested information or locate missing file.
18. Reviews/verifies/matches file information manually and with computer terminal IOT check file for complete/accurate information or to route to appropriate party/locations for correction or processing.
19. Updates/corrects file information IOT maintain accurate files.
20. Organizes and batches files into categories IOT sort files to be processed.
21. Photocopies documents as needed or requested using copy machine IOT provide copies to customers and/or files.
22. Completes/fills-in various documents/forms IOT complete forms or process requests, payments, or claims.
23. Copies documents from computer/hardcopy using photocopies, computer printer, or diskettes, IOT make back-up copies and keep records.
24. Sends/mails via inter-office or U.S. mail or fax IOT send mail to correct locations.

**Account Clerk (Level I)**

Duties, knowledge and abilities are typical of Account Clerk (Level II) except that work is originally performed under close supervision, but as experience increases incumbents work with greater independence.

**KNOWLEDGE OF:**

**Account Clerk III**

- general principles, procedures, terminology and practices used in financial and statistical clerical record keeping including posting, computing totals, reconciling accounts, and reviewing balance sheets
- general accounting including basic understanding of debits and credits
- arithmetic to make calculations and correct change: addition, subtraction, multiplication, division, percentages decimals, fractions
- clear writing: using proper English grammar, punctuation, spelling, vocabulary
- English language to communicate

**KNOWLEDGE OF: Account Clerk III** (cont'd)

- standard methods of filing: alphabetic, numeric, chronological
- 10-key adding machine
- general computer applications including spreadsheets, databases and word-processing
- Sacramento County and specific departmental policies, procedures and functions
- training techniques and methods
- customer service techniques

**Account Clerk Level II**

- clear writing: using proper English grammar, punctuation, spelling, vocabulary
- standard methods of filing: alphabetic, numeric, chronological
- English language to communicate
- telephone procedures
- arithmetic to make calculations and correct change: addition, subtraction, multiplication, division, percentages, decimals, fractions
- keyboard: computer and typewriter
- basic clerical office practices and procedures
- basic computer applications including spreadsheets
- general principles, procedures and practices of record keeping

**Account Clerk (Level I)**

Duties, knowledge and abilities are typical of Account Clerk (Level II) except that work is originally performed under close supervision, but as experience increases incumbents work with greater independence.

**ABILITY TO:**

**Account Clerk III**

- prepare reports using spreadsheets, databases and word-processing applications
- track/reconcile information between accounts and general ledgers
- accurately proofread details, noting and detecting errors
- prioritize work and meet deadlines
- apply and explain policies and procedures
- work independently and carry out assignments with minimal supervision
- give instructions and assign work to staff
- calculate solutions to math problems: addition, subtraction, division, multiplication, percentages, decimals, and fractions
- understand and follow standard oral and written instructions
- read English at a level necessary to understand procedure manuals, policy guidelines, software manuals, technical documents and reports

**ABILITY TO: Account Clerk III** (cont'd)

- write English at a level necessary to independently compose correspondence from notes or verbal instruction and to record incoming information
- speak English at a level necessary to communicate information clearly
- establish and maintain effective working relationships with others
- operate computer terminals, typewriter, printer, copiers, microfiche, fax and 10-key adding machine
- elicit information from inside/outside sources

**Account Clerk Level II**

- post and make arithmetical computations rapidly and accurately
- operate various office machines and equipment used in work assignments such as typewriters, word processing equipment, computer terminals, printers, adding machines, copying equipment, fax machines, telephone equipment, radio/telephone equipment etc.
- accurately proofread details, noting and detecting errors
- calculate solutions to math problems involving addition, subtraction, division, multiplication, percentages, decimals, and fractions
- understand and follow basic oral and written instructions
- prioritize work and meet deadlines
- read English at a level necessary to understand procedure manuals, policies and guidelines
- write English at a level necessary to prepare correspondence according to specified format and record incoming information
- speak English at a level necessary to communicate information clearly
- follow policies and procedures
- understand procedural manuals, policy guidelines, etc.
- track/reconcile information between accounts and ledgers
- deal tactfully with people
- establish and maintain effective working relationships with others

**Account Clerk (Level I)**

Duties, knowledge and abilities are typical of Account Clerk (Level II) except that work is originally performed under close supervision, but as experience increases incumbents work with greater independence.

## MINIMUM QUALIFICATIONS

**NOTE:** *Any combination of training and experience which would provide the required knowledge and ability is qualifying. A typical way to obtain the requisite knowledge and abilities would be:*

### **Account Clerk III**

Three years experience in keeping or reviewing financial or statistical records.

Education as defined below may be substituted for up to two years of the required three years of required experience.

### **Account Clerk Level II**

Two years experience in keeping or reviewing financial or statistical records.

Education as defined below may be substituted for the required experience.

### **Account Clerk (Level I)**

One year experience in keeping or reviewing finances or statistical records.

Education as defined below may be substituted for the required experience.

### **Education Substitution**

Education may be substituted for experience, as indicated above, on the following basis: Such education shall have been in an accounting curriculum in an accredited four-year or two-year collegiate-grade institution, or in an accredited correspondence or business school. The accounting curriculum shall include elementary and advanced accounting, cost accounting, and accounting law.

A Bachelor's degree, an Associate in Arts degree, or an Accounting Certificate which represents completion of all required course work in an accounting curriculum is equal to two years of experience. Work completed as a volunteer or unpaid student intern will be evaluated on a case by case bases.

Completion of any two of the following courses from an accredited four-year or two-year collegiate grade institution, or an accredited correspondence or business school, may be substituted for one year of experience: elementary accounting, advanced accounting, cost accounting and accounting law.

## SPECIAL REQUIREMENTS

### Language/Culture Skills

Some positions in this series may require the ability to speak, read, and/or write in a language other than English, or knowledge of the Black culture or the American Indian culture.

Where required, these special skills may be used in performing such tasks as the following:

1. Gives information by telephone or in person, regarding department services in a language other than standard English, to persons whose understanding of English is limited.
2. Translates the meaning of written English in regulations or ordinances, to a language other than English.
3. Translates into English requests from the public, presented orally or in writing in a language other than standard English.
4. As assigned, assists other department employees by giving information and advice on problems involving relationships with persons of different language or cultural backgrounds.

The Civil Service Commission approved the use of selective certification for the above special skills for the Account Clerk series on September 22, 1988.

## PROBATIONARY PERIOD

Account Clerk III  
Account Clerk (Level I/II)

Six (6) months  
Six (6) months

| Classification (s)                         | Adopted  | Revised  | Retitled | Class Code | Schematic Code | EEO Code | Rep Unit |
|--|----------|----------|----------|------------|----------------|----------|----------|
| Account Clerk III                          | 09/01/55 | 09/27/96 |          | 1653       | 21051          | 02       | 005      |
| Account Clerk III<br>(Confidential)        | 08/04/71 | 09/27/96 |          | 1663       | 21052          | 02       | 070      |
| Account Clerk (Level II)                   | 09/01/55 | 09/27/96 | 09/22/88 | 1656       | 21071          | 02       | 005      |
| Account Clerk (Level II)<br>(Confidential) | 08/04/71 | 09/27/96 | 09/22/88 | 1666       | 21072          | 02       | 070      |
| Account Clerk (Level I)                    | 09/01/55 | 09/27/96 | 09/22/88 | 1658       | 20471          | 06       | 005      |
| Account Clerk (Level I)<br>(Confidential)  | 08/04/71 | 09/27/96 | 09/22/88 | 1667       | 20472          | 06       | 070      |