

DEFINITION:

Under immediate supervision, perform a limited range of clerical accounting work involving the processing and maintenance of financial or statistical records.

DISTINGUISHING CHARACTERISTICS:

This is the entrance level for clerical accounting employees. This classification is distinguished from the higher level, Account Clerk II, in that employees in this class normally perform a variety of tasks to be performed within a well defined framework of responsibility. Tasks usually fit a familiar pattern. Incumbents in this class may be advanced to the Account Clerk II level upon meeting the requirements of that classification, completing a minimum of one year of satisfactory performance as an Account Clerk I, in a full-time position or equivalent service, with the City of Redding, and upon the recommendation of the Department Director.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. All duties are typically, but not necessarily, performed by each individual in the classification.

1. Accepts and/or verifies collections, receipts and other financial data.

Measures: Mathematical accuracy, correct grammar and spelling in the preparation of all reports, statements, inventories, tables and ledgers.

2. Computer entry of account information.

Measures: Accurately performs typing tasks in a timely manner. Mathematical accuracy, correct grammar and spelling in the preparation of all reports, statements, inventories, tables and ledgers.

3. Posts checks, balances, payroll entries and adjusts accounts.

Measures: Mathematical accuracy, correct grammar and spelling in the preparation of all reports, statements, inventories, tables and ledgers.

4. Gathers tabulates, and proofreads statistical or financial data.

Measures: Mathematical accuracy and accountability.

5. Makes arithmetical calculations and checks various statistical or accounting tables and reports.

Measures: Mathematical accuracy, correct grammar and spelling in the preparation of all reports, statements, inventories, tables and ledgers.

6. Type reports, memorandums, letters, quotation requests and requisitions.

Measures: Accurately performs typing tasks in a timely manner.

7. Schedules, indexes, and files documents and other papers.

Measures: Performs duties with accuracy and efficiency; files are maintained in proper order.

8. Maintains departmental inventories.

Measures: Maintains an accurate inventory record; supplies are kept on hand for use when needed. Mathematical accuracy, correct grammar and spelling in the preparation of all reports, statements, inventories, tables and ledgers.

9. Contacts customers by verbal or written communication.

Measures: Acts as an informed, tactful, and courteous representative at the front counter and on the telephone. Accurately responds to all routine inquiries within the position's jurisdiction in a courteous and cooperative manner. Communication is clear and easily understood.

10. Maintains records.

Measures: Accurately maintains files and records on a daily basis. Records are kept in an orderly fashion.

11. Schedules use of pool vehicles and issue credit cards.

Measures: Cars are ready at appointed time, and all related paperwork is in order.

12. Communicates by radio with employees in the field.

Measures: Provides clear and concise messages in radio communication.

13. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Basic accounting or bookkeeping procedures; methods, practices, and terminology used in financial and statistical record keeping; modern office procedures and practices; effective customer service skills; basic arithmetic; and filing systems and procedures.

Ability to:

Interact effectively with the public and employees; post and make arithmetical calculations rapidly and accurately; write legibly; operate calculators, cash registers, personal computers and software, including word processing and spreadsheet, and other standard office equipment; compare names

and numbers accurately and rapidly; accurately perform data entry; understand and follow oral and written directions; communicate effectively, orally and in writing; and type 45 wpm.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma, or equivalent.

Experience:

Typical experience would include two years in a related clerical field, which included working with the general public.

WORKING CONDITIONS:

Date of study: August 1994. The following duties have been identified as the critical job elements for the **CLERICAL** classification. The Med-Tox Physical Standards Study established several task statements for each physical ability; the task statements selected below are based on the (1) Significant level of physical ability required to perform the task, (2) the level of rater agreement - reliability, (3) the frequency with which the task is performed and (4) the high degree of criticality and importance raters assigned to the task.

STATIC STRENGTH: Lift miscellaneous objects weighing up to 25 lbs.

EXPLOSIVE STRENGTH: Jerk lever on binding machine and hole punch.

DYNAMIC STRENGTH: No critical duties identified.

TRUNK STRENGTH: No critical duties identified.

STAMINA: No critical duties identified.

EXTENT FLEXIBILITY: Twist to answer phones/reach misc. objects on desk. Twist to perform manual sorting & collating.

DYNAMIC FLEXIBILITY: No critical duties identified.

SPEED OF LIMB MOVEMENT: No critical duties identified.

WHOLE BODY COORDINATION: No critical duties identified.

WHOLE BODY EQUILIBRIUM: No critical duties identified.

ARM-HAND STEADINESS: No critical duties identified.

MULTI-LIMB COORDINATION: Operate foot controls of dictaphone while typing.

MANUAL DEXTERITY: Remove/replace toner cartridges inside printers/copiers. Load paper into various office machines. Stamp date on mail and misc. objects.

FINGER DEXTERITY: Write with pencil and ink pen. Type or use a 10-key adding machine. Pushing the buttons on various office machines.

NEAR VISUAL ACUITY: Read miscellaneous items at desk.

FAR VISUAL ACUITY: Identify authorized personnel.

COLOR DISCRIMINATION: Distinguish among color-coded files, card locks/forms.

PERIPHERAL VISION: See approaching persons or objects.

HEARING QUIET: Hear and understand someone speaking on the telephone or dictaphone.

HEARING NOISY: Hear/understand another worker talk to you in a noisy office, or while surrounded by industrial equipment.

HEARING LOCATION: Determine which telephone is ringing, or which piece of equipment is dinging.

HEARING DISCRIMINATION: Differentiate between co-workers' voices.

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