

# NEW CASTLE COUNTY GOVERNMENT

Number 0200

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Date 11/04/11

## CLASS SPECIFICATION

Title: ACCOUNT CLERK I

Approved:

*Valencia D. Best*

GENERAL STATEMENT OF DUTIES: Performs clerical tasks requiring considerable maintenance of and/or recording to ledgers, journals, accounts, and other financial records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs record and account keeping, cashiering, simple auditing or related tasks within clearly defined limits. Constantly recurring problems and their solutions are either routine, have been previously determined or, in unusual cases, are checked by a supervisor. Supervisors are available for consultation and to give detailed instructions on all new assignments.

### EXAMPLES OF WORK: (Illustrative only)

- Performs cashiering tasks;
- Prepares time entry reports for payroll;
- Fills out sewer receipts for applications for connections to sewers;
- Maintains individual accounts, showing amounts deposited, drawn against, and balance remaining;
- Calculates delinquency and penalty charges on taxes, sewers and similar payment items;
- Posts and proves a cash receipt journal;
- Searches accounts for transactions and answers questions concerning them;
- Certifies that taxes have been paid;
- Keeps bond and coupon accounts for bonds issued by the County, reconciling individual records with ledger controls;
- Sorts checks and cash receipts by account number and prepares deposit slips;
- Prepares, calculates, addresses and mails invoices, community liens, trustee accounts, fees and other charge items;
- Prepares and mails notices for sales conducted by row offices or departments;
- Checks documents for accuracy, determines price for recording, stamps document with recording information, receives payment for record, and keeps and balances a cash sheet of money received;
- Maintains and posts to a variety of index records, control sheets and record ledgers;
- Checks extensions and totals on invoices, preparing them for payment;
- Prepares reports from records kept;
- Maintains inventories and non-expendable supplies and equipment;

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- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Some knowledge of the methods used in keeping accounts and records, and of office terminology, procedures, routines and equipment; good knowledge of business mathematics and English; in some instances qualified typing skill is necessary; ability to learn to operate a personal computer and related equipment; ability to understand and carry out complex oral and written directions; ability to establish and maintain effective working relationships with others; ability to communicate courteously and effectively, both verbally and in writing; clerical aptitude; mental alertness; ability to draw valid conclusions; accuracy; integrity.

**MINIMUM QUALIFICATIONS:** At least one (1) year clerical experience including clerical-accounting duties and possession of a high school diploma or GED certificate, preferably supplemented by business school or college courses in accounting; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

### HISTORY OF REVISIONS

Established: 01/15/66  
Revised: 7/01/73  
Revised: 7/01/87  
Revised: 3/20/89  
Revised: 4/12/93  
Revised: 7/01/97  
Revised: 05/01/01  
Revised: 11/04/11