



## **JOB TITLE: ASSISTANT ACCOUNTING CLERK**

Classification: Classified  
Salary Range: 15

Retirement Type: PERS\*  
Revised/Board Approved: October 18, 2004

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### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform routine and general clerical duties including filing, maintaining records and provides routine, factual information to office visitors and callers.

### **REPRESENTATIVE DUTIES:**

Assist in the performance of routine accounting duties in support of an assigned program, office or function.

Prepare and maintain numerical and alphabetical records; file materials and update information; prepare file folders as needed.

Compile information from clearly indicated sources; organize data for inclusion in records and reports.

Collect fines or fees and issue receipts; calculate totals and sub-totals and maintain related records.

Provide routine, factual information to office visitors and callers.

Process and prepare simple forms related to the assignment.

Copy and distribute bulletins, memoranda and other materials as requested.

Open, screen and route mail.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent to: graduation from high school.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Modern office practices and procedures.

Basic record-keeping techniques.

Telephone techniques and etiquette.

Abilities/Skills:

Perform clerical/accounting duties such as filing, duplications and answering telephones.

Maintain routine records.

Learn department and program objectives and goals.

Understand and follow oral and written directions.

Use good English and spell correctly.

Make simple arithmetical computations.

Learn to operate office equipment, including personal computers and calculator.

**WORKING CONDITIONS:**

Typical office setting.

Extensive computer work.

Long periods of sitting.

Hand and finger dexterity to use keyboard/calculator.

Lift and carry up to 25 pounds.

Move from one work area to another as needed.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.