

SENIOR ACCOUNT CLERK

DEFINITION

Under general supervision, performs varied clerical accounting work in connection with interpreting and processing financial, legal, statistical records or in reviewing and verifying a wide variety of data regarding financial record keeping activities; and perform other related work as assigned.

DISTINGUISHING CHARACTERISTICS

Employees in this class are responsible for the independent maintenance performance of legal accounting processes, financial or fiscal records and transactions involving a variety of items in different forms, requiring examination of varied accounting details and substantially different types of supporting documents. Work entails solving routine problems and acting as final check on accounting or financial documents submitted by employees, departments and the public. Positions in this class may participate in training and directing the work of Court personnel.

TYPICAL TASKS

- balancing daily clerk cash receipts, preparing daily bank deposit;
- posting and balancing spreadsheets;
- processing mail payments;
- daily deposit routines;
- assisting the public in person and by telephone;
- verifying, entering and retrieving information from automated and manual record-keeping systems;
- receiving, examining, reviewing, preparing, processing and maintaining a variety of legal documents;
- adhering to legal procedures regarding the collection of fees and fines;
- inputting and updating court case information;
- tracking case file locations;
- scheduling and vacating court dates;
- using various computer programs to assist with legal processing work.

EMPLOYMENT STANDARDS

Knowledge of:

- purposes, methods, and practices of financial record keeping;
- concepts of double-entry bookkeeping;
- fiscal accounting terminology;
- general banking and accounting procedures;
- cash handling procedures;

- spreadsheet applications;
- accounts receivable set up and processing;
- processing of professional services, vendor, purchase and employee travel claims;
- returned check policies;
- laws, codes, ordinances and procedures pertaining to the legal and fiscal process work of the Superior Court;
- office practices and methods to include proper phone etiquette;
- filing practices;
- correct usage of proper grammar and spelling.

Ability to:

- Maintain a variety of records, analyze data, and prepare accurate reports;
- use independent judgment in interpreting and applying laws, rules and policies pertaining to the work of the Superior Court;
- carry out instructions concerning maintenance of fiscal and legal records;
- operate adding machines and calculators;
- handle routine correspondence and related clerical tasks independently;
- make mathematical calculations accurately and rapidly;
- operate automated office equipment including word processors, personal computers, data processing equipment, facsimile, electronic copiers, printers, and other modern office equipment;
- train Court personnel;
- follow oral and written directions;
- communicate effectively to establish and maintain effective working relationships.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Communicate with the public and Court staff. Dexterity and coordination to handle files and single pieces of paper. May move objects weighing up to 25 lbs., by reaching overhead, pushing, pulling, kneeling or stooping. Move from place to place within an office. Remain in a stationary position for prolonged periods of time.

EXPERIENCE/EDUCATION

Two years of general clerical experience which included the keeping of fiscal records is required. (Successful completion of a basic bookkeeping course or its equivalent may be substituted for the required experience.) or: three years filing and indexing legal documents with related experience that would provide knowledge of the methods and practices of financial record keeping.