

AUDITOR ACCOUNTING CLERK I,1

PLUMAS COUNTY

Adopted 6/05
FLSA/Non-Exempt

AUDITOR ACCOUNTING CLERK I

DEFINITION

Under general supervision, to perform a variety of account, statistical, and specialized technical recordkeeping work in connection with the maintenance of financial, library, public works, social services, solid waste, or other records. To review specialized documents for sufficiency and accuracy, assisting the public or other county staff with application and specialized department procedures. To provide a variety of information about department policies and procedures. To perform a variety of technical and office support assignments, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the performance of a variety of specialized fiscal coordination and support in the Auditor/Controllers Office. This is the second working level in the Auditor Accounting Clerk series. Incumbents have responsibility for performing a variety of financial, statistical, assessment roll, library, public works, social services, solid waste, or other specialized recordkeeping work requiring substantial work background and experience in the area of assignment. They may be assigned to assist with specialized and technical public assistance.

REPORTS TO

Fiscal Support Coordinator

CLASSIFICATIONS DIRECTLY SUPERVISED

None

AUDITOR ACCOUNTING CLERK I,2

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk, normal manual dexterity and eye-hand coordination, corrected hearing and vision to normal range, verbal communication, use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment, some positions may also have outdoor assignments, contact with staff and the public.

EXAMPLES OF DUTIES

- Serves as an office receptionist greeting visitors and answering the telephone, providing information and referring calls and visitors to others.
- Provides specialized public assistance regarding library, public works, social services, solid waste, or fiscal records.
- Verifies purchase orders.
- Assists with the maintenance of work and time records.
- May compute and prepare bills for services, receives monies and maintains receipt records, balances cash received and prepares deposits.
- Keeps subsidiary ledgers, assists with the preparation of financial, statistical, or other special reports.
- Assists with the compilation of budget information.
- May process a variety of claims, prepares warrants, processes and validates payment of county warrants.
- Receives deposits from county departments, maintains records and issues receipts.
- May process audio and video cassettes for the library collection, may provide a variety of library assistance with library functions, including the circulation desk.
- May perform on-site inspections of residential and commercial property for the purpose of solid waste assessments.
- May review maps, legal descriptions and other data for changes in land use.
- Evaluates a variety of information and data for accuracy, compliance and completeness.
- Performs a variety of office assistance assignments.

AUDITOR ACCOUNTING CLERK I,3

KNOWLEDGE OF

- Methods, practices and procedures of financial, statistical, tax, library, public works, social services, solid waste, or other specialized recordkeeping.
- Policies, laws, rules and regulations applicable to a special assignment area such as county auditor's office functions, library operations, public works, social services, solid waste assessments, or other specialized records.
- Policies and procedures of the work area where assigned.
- Modern office methods, practices and procedures.
- Correct English usage, spelling, grammar and punctuation
- Mathematics

ABILITY TO

- Perform a variety of specialized financial, statistical, library, public works, social services, solid waste, or other specialized recordkeeping assignments.
- Provide technical support for an assigned area of county government.
- Interpret and apply the policies and procedures of the department and work unit where assigned.
- Assist with the preparation of financial statements or other specialized reports.
- Read and interpret maps or other special documents.
- Make mathematical calculations quickly and accurately.
- Operate a computer and appropriate software, including database information.
- Follow oral and written directions.
- Maintain good public relations.
- Tactfully and courteously provide a variety of public assistance.
- Establish and maintain cooperative working relationships.

TRAINING AND EXPERIENCE

One (1) year of experience in performing specialized financial, statistical, library, public works, social services, solid waste, treasurer, tax collection, or assessment roll recordkeeping, technical support, and public assistance work comparable to that of a Fiscal and Technical Services Assistant I, or Auditor Accounting Technician with Plumas County.

Special Requirements

Must possess a valid driver's license at the time of application and a valid California Driver's license by the time of appointment. The valid California license must be maintained throughout employment.