NEW 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Account Clerk 3

CODE: 16513CHS

MAJOR AGENCIES: County Human Services

JURISDICTION: County

FUNCTION: Under general supervision from section head, keeps complex budget accounts, analyzes expenditures, financial statements & reports, maintains general books of accounts & makes financial statements; may act as lead worker over small number of account clerks &/or clerks when assigned;

-PERFORMS RELATED DUTIES AS REQ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	19-39	Keeps most complex budget accounts & auxiliary records & performs all necessary computations (e.g., third party reimbursements, federal grants, draw-downs, capital improvements, operational accounts).	Knowledge of (1) bookkeeping, (2) ager bookkeeping system*; skill in (3) oper tion of adding machine or calculator; ability to (4) deal with problems involving several variables in familiar context, (5) calculate fractions, deci mals & percentages, (6) understand boc keeping procedures & apply principles solve practical problems.
2	18-38	Analyzes accounts, expenditures, financial statements & reports for purpose of determining preliminary budget projections.	Knowledge of 1, 2*; ability to 4, 5, (7) cooperate with co-workers on group projects.
3	10-30	Maintains general books of accounts; makes financial statements.	Knowledge of 1, 2*; skill in 3; abilit to 4, 5, (8) sort items into categorie according to established methods.
4	10-20	Performs related clerical duties (e.g., types, files, orders supplies).	Knowledge of (9) office practices & procedures*; skill in (10) typing; ability to 4.
5	0-18	Acts as lead worker (i.e., provides work direction & trains) over small number of clerks &/or account clerks in maintenance of accounts, preparation of payrolls, invoices, vouchers & documents.	Knowledge of 1, 2*, (11) supervision*; ability to 4, 5, 6.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 2 courses in high school accounting or 2 courses in accounting for bookkeepers offered by college & 6 mos. exp. as Account Clerk 1 or 2 or in comparable position performing like duties (or 12 mos. exp. as bookkeeper); 1 course in applications of adding machine & calculator (or 1 mo. exp.); or equivalent.

FORM ADM-4134

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