
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description – Account Clerk

POLICY NUMBER: 2900

2900.1 General Job Description

Under the direction of the Office Supervisor/Accountant and with a minimum of supervision:

- (a) processes payables, purchase orders and special withdrawals;
- (b) maintains employee records relating to health insurance and processes statements, documents and correspondence also relating thereto;
- (c) maintains vacation and sick leave records for all District employees;
- (d) maintains computer asset records;
- (e) orders office supplies for District, including preparing and processing requests-for-bids and vendor responses;
- (f) serves as District liaison with LAFCo and the State Board of Equalization;
- (g) serves as District historian;
- (h) prepares miscellaneous documents including petitions, resolutions, easement descriptions and deed forms, agreements, billing and recap sheets, correspondence;
- (i) provides assistance to Accountant regarding bond management;
- (j) performs receptionist duties in absence of Clerk 2;
- (k) performs duties of Computer Operator in their absence;
- (l) performs duties of General Secretary in their absence.

2900.2 Prerequisite Qualifications

2900.2.1 High school diploma with business emphasis, or the equivalency thereof.

2900.2.2 Knowledge of District policies and procedures.

2900.2.3 Knowledge of elementary accounting principles.

2900.2.4 Satisfactory performance of District's "Clerk 1" and "Clerk 2" positions.

2900.2.5 Ability to accurately type at a minimum speed of 40 words per minute.

2900.2.6 Ability to proficiently use, or quickly learn Microsoft Word.

2900.2.7 Valid California driver license and satisfactory driving record.

2900.3 Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.

2900.4 Hourly Compensation Range:

2900.5 Essential Job Duties:

2900.5.1 Task: Typing correspondence, legal documents, forms, etc.; operates adding machine, FAX machine, cash register, postage machine, mail opening machine, stapler, copy machine, hole punch, document binding machine.

Physical Demand: Sitting; standing; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2900.5.2 Task: Assistance of and interaction with customers, vendors, contractors, consultants, etc., in office and by telephone.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

2900.5.3 Task: Attendance of, and preparation of minutes for meetings.

Physical Demand: Sitting; standing; walking; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2900.5.4 Task: Filing.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2900.6 Environmental Demands:

2900.6.1 Outside: Seldom, if ever, works outside in a variety of weather conditions ranging from snow to +100°F.

2900.6.2 Inside: Almost always works indoors in temperature-controlled environment.

2900.6.3 Fumes/Gases: Exposure to various colognes/perfumes and fumes/dust from printing cartridges.

2900.6.4 Noise/Vibration: None.

2900.7 Mental Requirements:

2900.7.1 Reading: Reads letters, reports, memos, messages, complex financial documents, and operating manuals for office equipment.

2900.7.2 Writing: Writes reports, letters, memos, and messages; fills out forms and documents.

2900.7.3 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

2900.7.4 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

2900.7.5 Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc.

2900.7.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

2900.7.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2900.7.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.