

CLASS TITLE: SCHEDULING AND RECORDING CLERK

Class Code: 02463200

Pay Grade: 12A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assemble, prepare and schedule batch controls of vouchers, purchase orders, internal transfer vouchers and other accounting data documents for electronic data recording by the Division of Information Processing; as required, to supervise and review the work of subordinates engaged in such functions; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior in accordance with established policies and procedures; instructions usually are given only at the beginning of assignments involving a new type of work; work is generally in final form when completed and is subject to, but does not always receive, review by superiors.

SUPERVISION EXERCISED: Supervises and reviews the work of subordinates, assigning tasks and reviewing work performed for conformance to procedures and instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In accordance with established procedures, to assemble, prepare and schedule batch controls of vouchers, purchase orders, internal transfer vouchers and other accounting data documents for electronic data recording by the Division of Information Processing.

As required, to supervise and review the work of subordinates engaged in such functions.

To carry out procedures which provide proper checks and controls for the maintenance of accurate processing of fiscal documents used for the payment of state obligations.

To identify all documents and record payment date and register reference for the purpose of audit trails.

To approve and authorize, on behalf of the State Controller, the release by the State Treasurer of certain state checks.

To provide for the distribution of fiscal documents to the state agencies concerned therewith in accordance with various schedules.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of office practices, commercial arithmetic and business English; the ability to make moderately complex arithmetical computations and tabulations accurately and with reasonable speed; the ability to operate an electronic calculator and electronic batch recording machine; the ability to plan, supervise and review the work of a small clerical staff; the ability to keep complex records and to prepare periodic reports from such records; the ability to interpret and apply state departmental policies and procedures relating to work assignments; the ability to prepare clear and concise oral and written reports; the ability to establish and maintain effective working relationships with other employees and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position involving the exercise of independent judgement in the performance of varied clerical work of a difficult nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 2, 1979

Editorial Review: 3/15/03