



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Accounting Clerk II	Job Code:	6014200	Job Grade:	07
Reports To:	Supervisor / Manager	Pos No:	Various	SIC Code:	9311
Department:	Various	Loc. Code:	Various	FLSA Code:	N
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C or D	EEO Code:	F01

Summary of Functions: Performs a variety of moderately complex financial tasks which may include preparing, processing, reviewing and maintaining various records, files and reports, and entering data. Works under minimum supervision, within a well-defined framework of policies and procedures.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Prepares and processes a variety of accounting transactions and produces various reports such as special funds, trial balances, court orders, requisitions, employee changes, garnishments and other activity.	25	E
2. Audits, verifies and records receipts and approval of payments to vendors; monitors funds, invoices, and delinquent payments; and maintains budgetary and expenditure tracking systems.	25	E
3. Researches files to collect and assemble statistical data and generate routine reports.	15	E
4. Assists other financial and clerical staff.	10	E
5. Responds to telephone and written inquiries and refers inquiries to the appropriate supervisor.	10	E
6. Files and maintains various records, documents, tape backups and reports.	10	E
7. Performs other duties as assigned.	05	N

* *The Code depends on the Department where the position is located and/or funded by in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Three (3) years of work related experience or 45 hours of college credit or a combination of the two.

Special Requirements/Knowledge, Skills and Abilities:

Skilled in the use of standard software applications. Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationship with employees and the general public. **Institute of Forensic Sciences Department Only:** May require working in an area with potential exposure to biological and chemical hazards. Skilled in 10-key by touch preferred.

Physical/Environmental Requirements:

Standard office environment. May require prolonged sitting, standing, and walking, and ability to lift files, boxes and other materials up to 25 lbs., unassisted.

Hay Points/Point Factor:

HS12=100, E2=20, VM3C=25, PD1A=05, WH1A=05, WE1C=05, IC2C=35, DL3=20, PS2=15, RE3A=15, SF1A=05, TTL=250

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 01/2004

Approved by Civil Service Commission on

Date 2/16/2004

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.