



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Accounting Clerk I	Job Code:	6014000	Job Grade:	06
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 moderate support tasks which may include preparing deposits and invoices, processing checks, entering data, and balancing accounts. Works under moderate supervision, within a well-defined framework of policies and procedures.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Receives and processes various financial transactions such as refunds, vouchers, requisitions, court orders, disbursements, deposits, payments, receipts and investment cards.	40	E
2. Researches various files to collect and assemble statistical data and generate routine reports.	20	E
3. Files and maintains various records, documents, tape backups and reports.	15	E
4. Responds to routine telephone and written inquiries and refers inquiries to the appropriate supervisor.	15	E
5. May process and distribute mail, issue licenses and permits and other documents.	05	E
6. 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. Six (6) months related work experience.

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 relationships with employees and the general public. Skilled in 10-key by touch preferred.

Physical/Environmental Requirements:

- Standard office environment. May require prolonged kneeling, sitting, standing, walking, climbing, and the ability to lift files, boxes, and other materials up to 25 lbs., unassisted.
- **An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.**
- **Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).**
- **The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.**
- **Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.**

Hay Points/Point Factor:

HS12=100, E1=10, VM3C=25, PD1A=05, WH1A=05, WE1C=05, IC1C=25, DL3=20, PS2=15, RE3A=15, SF1A=05, TTL=230

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 01/2004; 3/21/2016

Approved by Civil Service Commission on

Date 2/16/04, 10/18/04;
3/21/2016; 10/19/2016

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.