City of San Anselmo February 1961

ACCOUNTING CLERK

(#358-376-395-415-436)

DEFINITION

Under supervision, to receive and account for money; to do clerical work involved in financial records; to receive and receipt for payment of City service, taxes, permits and fees; and to do related work as required.

RESOLUTION NO. [illegible]

EXAMPLES OF DUTIES

At the counter and by mail receives payments for bills for City services, taxes, permits and license fees; [illegible] records [illegible] and [illegible] daily [illegible] deposit slips for money collected; answers questions at the counter or over the telephone [illegible] letters, reports, bills, notices, and other documents.

GOOD CAUSE APPEARING THEREFOR, IT IS HEREBY

Maintains the [illegible] records [illegible] real and personal [illegible] a variety of [illegible].

Assists in maintaining purchasing and inventory records, and in [illegible] documents relating to purchasing [illegible] accuracy.

Operates typewriter, calculator, and other office equipment; [illegible] from the public [illegible] correspondence.

DESIRABLE QUALIFICATIONS

Knowledge of:

Modern office methods, procedures and practices.
[illegible]
Basic accounting procedures.

Ability to:

Understand and interpret laws, rules and regulations.
[illegible] accurately.
[illegible]
[illegible] with government officials and the general public.

ABSENT COUNCILMAN - None

Experience: Three years of increasingly responsible experience in clerical work involving the maintenance of financial or statistical records.

Education: Equivalent to completion of a high school [illegible].