



The Department of Personnel Services, Employment Services Division announces the exam for:

Account Clerk Level I/II

Exam # 27537-B

Approximate Monthly Salary: \$3,264.24 - \$4,510.08

DESCRIPTION

Level I - \$3,264.24 - \$3,968.92/Month

Level II - \$3,709.67 - \$4,510.08/Month

The Account Clerk is a single class with two salary levels. Positions in this class are flexibly staffed, and the level at which appointments are made are at the discretion of the appointing authority.

The Account Clerk (Level I) is the entry level classification. Under close supervision, incumbents at this level are given detailed instructions in the performance of routine financial clerical duties that involve the processing and maintenance of statistical or financial records. Incumbents perform tasks that are more structured and repetitive than those assigned at Level II. As requisite skills and knowledge are developed, incumbents are expected to perform increasingly responsible and difficult assignments. At the discretion of the appointing authority, incumbents may advance to the higher level after demonstrating the ability to perform the full journey level duties of the class, which generally requires six months of experience at Level I.

The Account Clerk (Level II) is the journey level classification. Under general supervision, incumbents perform a variety of increasingly responsible and difficult financial clerical duties that involve the processing and maintenance of statistical or financial records. This is the targeted competency and performance level of all Account Clerks and incumbents are technically proficient in performing their assigned duties.

Some positions in this class may be designated "confidential" in nature, in accordance with the County Employee Relations Ordinance, and are excluded from the representation unit which includes positions allocated to the regular class.

MINIMUM QUALIFICATIONS

Either: One year of paid, full-time experience preparing or reconciling financial or statistical records.

Or: Completion of 30 semester units (45 quarter units), including two mathematics, bookkeeping, or accounting courses, from an accredited college or business school.

Please refer to job announcement for cut-off dates.

(Final cut-off is at 5:00 PM on April 13, 2023)

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.