## **Leon County Public Schools Classification Specification**

Salary Grade 30

**Summary Information:** 

Classification Title: Account Clerk Date Prepared: 04/2003

FLSA Status: Non-Exempt

## Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

## **Activity Identification**

Activity Name		
355	Accounts Receivable	Bill or request payment for rent and other district-related receivable.
022	Filing	Set up and organize files and manuals; count and alphabetize Reception records; keep files up-to-date; distribute as needed.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
045	Report Preparation (Non-Board)	Prepare required reports. This does <u>not</u> include reports for the Board.
348	Accounting - Other	Account for other funds and programs.
021	Word Processing/Typing	Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
026	Telephone Operation	Receive, make or transfer telephone calls.
735	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

## **General Classification Specification Factors:**

**Education/Experience:** High School Diploma or equivalent with three years related experience

**Supervisory Responsibility:** None

**Type of Supervision:** N/A

Effective Date: 07/01/2003