

Civil Division: Towns
Jurisdictional Class: Exempt (except for Town of Deerfield)
EEO Category: Administrative Support
Revised: 07/27/98

BOOKKEEPER TO SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Has responsible charge of the activities of a Town Supervisor's Office. This is responsible clerical work involving the performance of a number of varied or unrelated clerical tasks which involve the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Detailed clerical operations are not reviewed, while actions on questions of policy are checked by the Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Keeps records of all receipts and disbursements;
Makes bank deposits and monthly reconciliations;
Assists Supervisor in computation of taxes and extension of tax roll;
Assists Supervisor in preparation of reports to State Comptroller;
Prepares reports for Town Board;
Performs a wide variety of related clerical tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures, and equipment; reasonable knowledge of elementary arithmetic and English; good knowledge of bookkeeping practices and procedures; ability to follow complex oral and written directions and to prepare correspondence, reports and other materials from a general indication as to content and form; especial ability to secure the cooperation of others; good address; good judgment in the solution of complex clerical problems; initiative; integrity.

MINIMUM QUALIFICATIONS: Three (3) years of responsible clerical experience; which shall have included the keeping of records and accounts.

Adopted: 09/13/80
Revised: 05/08/96, 07/27/98