

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: AUDIT AND DATA ENTRY CLERK

TITLE #: 1068

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for the routine review of financial documents in order to verify their accuracy and adherence to established procedures. The incumbent must also operate data entry equipment in order to transfer data from source documents to computer printouts. The work is carried out in accordance with prescribed procedures but involves the exercise of independent judgment in determining the accuracy of source documents for data input. Work is performed under the general supervision of a Department Head. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews all vouchers to ensure that the proper authorized signature is on the document and that the goods and services for which payment is claimed were received;

Proves the mathematical accuracy of all computations;

Inputs data in the computer system;

Uses standard office equipment such as calculators, fax, photocopiers, computers and printers;

Compares source material with reports, documents and other printouts for accuracy;

Answers inquiries on matters audited; involves contact with department heads, outside vendors and Town officials;

Maintains manual records of various documents and prepares balance statements;

Maintains logs, files and other controls of source materials associated with data input, output and printouts;

Prepares control reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to operate data entry equipment with satisfactory speed and accuracy; ability to follow oral and written instructions; clerical and mathematical aptitude; ability to get along well with others; accuracy; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 12/14/84

REVISED: 01/31/07 dmc