



Classification: Temporary Account Clerk - Communications Division
Title Code: V09752
Pay Range: Hourly

POSITION SUMMARY:

An employee in this position is responsible for processing the department's statewide telecommunications bill and all duties associated with the billing process. Work is performed under direct supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Receives, processes, logs, copies, and forwards the department's statewide telecommunications bills for payment (after assigning appropriate accounting and funding codes).

Reviews statewide telecommunications billing detail on paper bills and in the MOBIUS online system to identify trends.

Deals directly with affected telephone company personnel, troop and division staff reference reconciling and verifying the bills; troubleshoots and resolves problems (e.g., fraud, misuse, etc.) with same; handles situations inherent to verifying charges related to a department billing statement in a discretionary manner.

Enters data from statewide telecommunications invoice into computer for tracking purposes, answers inquiries about the status of the bill and assists with generating statistics from the data.

Maintains current, year-to-date information reference statewide telecommunications bill and responds to requests for information reference it.

Assists with typing, checking, and/or processing purchase orders and invoices reference the statewide telecommunications bill as well as other COMMD bills.

Assists with answering the division phone lines and transfers calls to appropriate individual.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of bookkeeping principles and practices.

Knowledge of office methods and procedures.

Knowledge of various software packages (i.e. MSWord, Excel, Access, SAM II, and MOBIUS, etc.).

Ability to learn and interpret departmental policies and procedures.

Ability to maintain, update, and purge various records, files, and databases (to include spreadsheets and appropriate backups).

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Ability to make arithmetic calculations with speed and accuracy.

Ability to understand and follow oral and written directions.

Ability to exercise judgment and discretion.

Possess the skill to operate a calculator with a high degree of accuracy.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a high school or possess a GED.

Experience as an Account Clerk or in professional accounting/bookkeeping preferred.

NECESSARY SPECIAL REQUIREMENTS:

None.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.