

TELEPHONE OPERATOR - ACCOUNT CLERK

GENERAL STATEMENT OF DUTIES: Operates a telephone switchboard or central phone system and keeps financial records and accounts; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the operation of a telephone switchboard or central phone system console. The type of phone equipment will vary from District to District. In addition, the incumbent will be required to perform clerical work of average difficulty in connection with the maintenance of a variety of financial records and accounts. Records and accounts may be maintained manually or on an automated system. This work is performed in accordance with a prescribed routine as outlined by a superior. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Operates telephone switchboard or central phone system console to relay incoming, outgoing, or interoffice calls;

Places long distance calls and, may for individual billing purposes, record or ascertain nature of call (business or personal);

Supplies information to callers and records messages;

Keeps records of requisitions and bills;

Post to ledger and budget accounts and voucher register;

Checks bills against vouchers and orders to determine the correctness of prices and quantities;

Keeps simple cash accounts and may prepare bank deposits of receipts;

Prepares reports covering items received;

Opens and stamps, sorts, distributes, collects, and sends out mail;

Maintains a current record of persons employed by jurisdiction and their extension numbers;

Keeps record of calls placed and toll charges;

Reports telephone lines which are out of order;

Performs clerical duties such as filing, sorting, or proofreading, as required;

EXAMPLES OF WORK: (Illustrative Only)

May operate a bell, buzzer and/or paging system to call persons to answer a telephone call;

May receive visitors to school district offices;

May make up and checks department payrolls;

May receive and send fax copies.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of organization and functions of the jurisdiction to which assigned; basic knowledge of the procedures used in keeping financial records and in handling and recording cash; working knowledge of office terminology, procedures, and office equipment; skill in the operation of adding, computing and other office machines; ability to operate a telephone switchboard or central phone system; ability to use proper techniques in placing and receiving telephone calls; ability to make rapid and accurate computations; ability to manipulate an alphanumeric keyboard;; ability to maintain simple clerical records neatly and accurately; ability to understand and follow simple oral and written instructions; tact and courtesy; industriousness and dependability; initiative and resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six months of clerical experience involving the keeping of financial records.

NOTE: Satisfactory completion of 15 credits in business courses at a recognized college or business school may be substituted for the required experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.