

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Finance
Classified, GRADE 7
40 Hour Week

ACCOUNT SPECIALIST I

GENERAL STATEMENT OF DUTIES: Performs entry-level book-keeping/clerical tasks, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs account-keeping, auditing and related tasks. Supervisors are available for consultation of difficult problems.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Deposit monies into appropriate accounts;
Collect payments, program fees and user charges;
Post and balance daily receipts and investments;
Verify the accuracy of bills;
Type letters for enclosure with bills;
Batch outgoing mail according to zip codes;
Maintain property owner/customer lists;
Calculate delinquent penalty amounts;
Answer billing questions from customers;
Operate complex financial computerized software programs and make changes as necessary;
Develop simple programs and assist senior staff in operating programs;
Type correspondence related to customer accounts.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of modern clerical account-keeping practices; good knowledge of office terminology, procedures, and equipment, and of business arithmetic and English; ability to type from clean copy or rough draft at a reasonable rate of speed; ability to understand and follow oral and written instructions; willingness and ability to adapt to new office procedures as required; working knowledge of computers and office applications; regular and timely attendance; performance of duties in a safe manner.

ADDITIONAL EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. (business courses highly desirable); or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination and typing test administered by the Kent County Personnel office. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgment

REV. 12/10/91

rev. 07/01/94

REV. 07/01/00

Rev. 07/01/03

Rev. 07/01/06

Rev. 07/01/15