

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 08/21/09	CLASS TITLE: CHILD SUPPORT ENFORCEMENT AGENCY ACCOUNT CLERK I (CSEA ACCOUNT CLERK I)	CODE: 16515
	MAJOR AGENCIES: B C C (JOB & FAMILY SERVICES – ONLY)	PAGE <u>1</u> OF <u>1</u>

CLASS CONCEPT: Under general supervision of accounting or other high level supervisor, post accounting transactions to appropriate records in appropriate manner and time frame; review, code and process multiple other accounting documents within this unit; perform variety of other clerical tasks and prepare financial reports as required. Perform material and substantial duties of classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Analyze, process payments and audit orders connected to child and/or spousal support; determine and maintain accuracy and timely money disbursements to appropriate receivers as ordered; verify disbursement/remittance validity and prepare other forms necessary for receipt and disbursement of funds; ensure orders, payments and balances are placed in required systems according to accounting principles of agency and courts.	Knowledge of: 2(bookkeeping), 13a(office practices and procedures), 13b(agency policies and procedures)*; Skill in: 25a(typing), 29(equipment operations – computer, adding machine, calculator); Ability to: 30c(carryout detailed but basic written or oral instructions), 30f(deal with problems involving several variables in familiar context), 30l(define problems, collect data, establish facts and draw valid conclusions), 31c(comprehend and record figures accurately), 31e(calculate fractions, decimals and percentages), 32g(copy records precisely without error), 32l(maintain accurate records), 33e(gather, collate and classify information about data, people or things), 34d(answer routine telephone inquiries from public), 34f(handle sensitive inquiries from and contacts with officials and general public). (*Developed After Employment)
2	Interpret complex court orders to update systems and perform audits; post, update and balance various systems/ledgers; gather and compile information for various financial/legal reports; incorporate welfare pay history and other states pay history in systems; prepare documents to correct misapplied payments and respond to questions concerning current/past history for specific cases; ensure accounts and disbursements are maintained timely.	
3	Maintain accurate accounting document files; attend court hearings as required to explain pay history questions; develop/proofread forms, correspondence and statements; respond to walk-in customers with explanation of case history and/or legal orders; perform other clerical functions; answer telephone inquiries; sort and disperse mail. (Performs Related Duties As Required)	

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) High school diploma equivalency with 2 courses in high school accounting or in accounting for bookkeepers offered by college (or 6 mos. experience); 1 course in applications of adding machine/calculator (or 1 mo. experience) or equivalent – OR – alternative, equivalent evidence of Minimum Class Requirements. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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