

Jurisdictional Class: Competitive  
Adopted: May 16, 1986  
Revised: April 1, 2011

**JUNIOR AUDIT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is beginning level work requiring the application of standard auditing procedures to a variety of county financial programs. Guidelines for checking and verifying accounts are clearly defined and supervision is close and frequent. The incumbent's work is reviewed in progress and upon completion by an Audit Clerk-Typist and/or a Senior Audit Clerk. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Audits claims and accounts or portions thereof as assigned by superiors;  
Rechecks audit reports for accuracy and to become familiar with methods and procedures;  
Prepares fund transfers for approval by superiors;  
Reviews vendor claims and payment orders to prevent duplicate payment;  
Compiles lists of financial data through manual search and routine calculations;  
Assists in preparation and maintenance of payrolls;  
Makes a variety of arithmetic calculations to verify results or provide cross checking;  
Learns to operate computing, calculating, and other office machines;  
Codes, files, and retrieves materials according to standard filing systems.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures, and equipment;  
Working knowledge of business English;  
Working knowledge of modern methods of maintaining and reviewing records of financial transactions;  
Ability to acquire a good knowledge of county governmental financial operations and systems;  
Ability to understand and carry out oral and written directions;  
Ability to make arithmetic computations rapidly and accurately;  
Ability to write legibly;  
Clerical aptitude.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma which shall have included at least two courses (high school or beyond) in accounting, math, and/or finance.

**NOTE:** One (1) year of experience in maintaining financial accounts and records may be substituted for courses in accounting, math, and/or finance.