

**SACRAMENTO REGIONAL TRANSIT DISTRICT  
JOB DESCRIPTION**

<b>CLASSIFICATION TITLE:</b> Clerk II	<b>PAY FAMILY:</b>	ATU, Local 256
<b>DATE REVISED:</b> 09/97	<b>GRADE:</b>	Per CBA
<b>SUPERVISES:</b> None	<b>OVERTIME STATUS:</b>	Non-exempt

**JOB SUMMARY**

Under general supervision, employees in this position perform routine clerical and accounting duties.

**ESSENTIAL FUNCTIONS**

Duties may include but are not limited to the following: calculate math to process and record a variety of accounting documents such as invoices, bills, receipts, payroll, statements, reports, etc. Input data and/or post financial information to maintain and update records, using computer. Verify figures, calculations, and postings pertaining to financial transactions and accounting records for accuracy. Prepare and reconcile accounting documents to balance accounts. Prepare written materials and documents from rough draft or verbal direction, using computer or typewriter. Establish and maintain automated and/or hard copy files and records. Answer telephone and assist caller with information or referral. Answer inquiries and provide information to walk-in customers. Distribute fare merchandise / literature for delivery or mail services and audit monthly returns. Maintain cash box to sell fare merchandise and collect money, make change and issue receipts. Perform cash box audits and/or inventory fare merchandise to balance accounts. Drive District vehicle to transit stations and centers to collect and restock revenue in fare vending and money change machines. Count, weigh, bag, tag, and stack currency and coin revenues for armored car pick up.

**OTHER JOB FUNCTIONS**

Operate standard office machines such as 10-key, computer, printer, copier, fax, etc.; and specialized departmental equipment. Proofread all work for accuracy, completeness, and compliance with District standards. Make copies of completed work. Distribute written materials, mail, reports, and related items. Investigate discrepancies to correct errors. Obtain data to assist in the preparation of reports. Order and maintain office supplies and materials. Train clerical staff. Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

High School diploma and one year of clerical accounting and/or cash handling;

or

fifteen (15) semester units of completed college level accounting or math related course work can be substituted for each six months of work experience.

Must have a satisfactory attendance record and be eligible for bonding. Some assignments require possession of a valid California Class C driver=s license and a good driving record, as defined by the District.

and

Knowledge of:

- General office practices.
- Correct English usage, spelling, grammar, and punctuation.
- Record keeping practices.
- Customer service techniques.

and

Ability to:

- Calculate math and cash transactions accurately.
- Read English at a level necessary to process routine paperwork.
- Communicate verbally with the public and District personnel, in English and in a professional manner.
- Understand and follow oral and written instructions.
- Use good judgement in making routine decisions.
- Learn general accounting principles and procedures.
- Learn to write basic correspondence.
- Learn to use standard office machines and specialized office equipment.
- May repeatedly lift objects up to fifty-five (55) pounds in the Revenue Center work location.

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AGREEMENT DATE

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FOR REGIONAL TRANSIT

FOR ATU LOCAL 256