

Account Clerk II

Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

KSAPC #	Task Statement
K01	Knowledge of modern office methods.
K02	Knowledge of supplies and equipment.
K03	Knowledge of arithmetical excel formulas to prepare reports.
A01	Ability to perform financial and statistical clerical work
A02	Ability to spell correctly.
A03	Ability to make rapid and accurate arithmetical computations
A04	Ability to communicate at a level for successful job performance. Communicate effectively both orally and in writing.
A05	Ability to operate adding machines.