

Effective Date: April 17, 1994

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

FINANCIAL CLERK

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future positions performing clerical duties of a fiscal nature. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses positions performing clerical duties of a fiscal nature. Positions allocated to this classification maintain checkbooks, post or enter financial data into automated financial management systems, encode checks, file fiscal documents, open, distribute, and date-stamp mail for prompt payment, mail voucher payments with checks, issue vending machine refunds, issue petty check reimbursements, distribute paychecks, strap currency, and operate coin counters.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which perform fiscal duties which would be more appropriately classified as Financial Specialist.
2. Positions which perform professional accounting or auditing duties which would be more appropriately classified as Accountant or Auditor.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter positions within this classification series by competitive examination.

II. DEFINITIONS

FINANCIAL CLERK

Positions allocated to this classification perform clerical duties of a fiscal nature. Examples of duties performed include: maintain checkbooks (convert cash into checks or certificates of deposit only, involving no ledger accounting or reconciliations); post/enter financial data into manual or automated financial management systems; encode checks; mail vouchers with checks; issue vending machine refunds; issue petty check reimbursements; distribute paychecks; strap currency; and operate coin counters. Positions in this class may also file fiscal documents; and open, distribute and date-stamp mail for prompt payment, but such duties would

not comprise the majority of the position's time and would be performed in conjunction with the preceding examples of duties. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

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