

CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of routine clerical tasks. The work is carried out in accordance with established procedures and involves entry level office duties which provide support to the function of a municipal department or agency. The class differs from that of Senior Clerk in that Clerk is the entry level of the clerical series whereas Senior Clerk is the second level having greater responsibility. Depending on assignment, work is performed under the general or direct supervision of a higher level employee. Detailed instructions are given for new or difficult assignments. Supervision of others is not normally a responsibility of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Sorts, indexes and files mail, bills, requisitions, ledger cards and other material;

Pulls materials from files and maintains charge-out records;

Answers telephone and gives out routine information;

Collects funds and accounts for monies received;

Makes entries on cards or in ledger from original sources;

May keep employee time records and prepares payrolls;

May act as a receptionist or switchboard operator;

May utilize electronic data processing equipment in the course of carrying out various clerical duties;

Assists in preparation of routine reports;

Makes arithmetic computations;

Performs a variety of related clerical tasks;

When employed by a School District:

May occasionally assist in supervising recreation, lunch periods, study halls, etc.;

May occasionally assist teaching or other professional staff by providing limited assistance to students.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment;

Clerk

working knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Successful completion of the eighth grade in school; or its equivalent.

ULSTER COUNTY

1320 CLERK

Classification: Competitive

1321 CLERK PT

Classification: Non-Competitive

Grade: 3

Union: CSEA

1325 CLERK (Sheriff's Dept only)

Classification: Competitive

1326 CLERK PT (Sheriff's Dept only)

Classification: Non-Competitive

Grade: 2

Revised: July 17, 1990

Revised: December 22, 1993