

DATE: September 11, 2023

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there are promotional and open competitive eligible lists.)

FROM: Valerie Naccarato, Director of Probation
733 Broadway, Kingston, NY 12401

JOB VACANCY: Senior Database Clerk/Typist / Full-Time / Permanent/Provisional / Benefited

LOCATION: Probation Bldg

SALARY: \$18.84 / hour (Grade 5)

FILL DATE: October 2, 2023



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising routine clerical tasks and/ or independently performing difficult clerical work requiring a general understanding of specific laws, office rules, procedures and policies. A significant portion of the work involves the maintenance of computerized databases and typing, either on a typewriter, word processor, computer terminal or personal computer. The work is carried out in accordance with established procedures and involves supervising entry level clerical office work and/ or independently performing more complex clerical duties which provide support to the function of a municipal department or agency. Work is performed under the general supervision of a higher level employee with leeway allowed for the exercise of independent judgement in the application of prescribed procedures and methods to routine cases. Supervision may be exercised over the work of subordinates. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of data entry and the use of computerized databases; good knowledge of business arithmetic and English; good knowledge of agency policy, rules and regulations; ability to understand and carry out oral and written directions; ability to type at an acceptable rate of speed; ability to plan and supervise the work of others; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Successful completion of the eighth grade in school, or its' equivalent and one year of clerical experience; **OR**
- B. Two (2) years of clerical experience.

Note: Successful completion of college coursework at a regionally accredited or New York State registered college or university may be substituted for up to one year of the work experience required above as follows: One year of work experience equals thirty (30) credit hours;

Successful completion of a clerical training program may be substituted for up to one year of the work experience required above as follows: One year of work experience equals one year of clerical training;

In no case will a candidate qualify for appointment to positions in this class without having at least one year of full-time paid clerical experience or its' part-time equivalent;

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.