

## **PRINCIPAL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is complex clerical work requiring sound judgment and attention to detail in carrying out all administrative operations of a major Ulster County department. Work is performed under the general supervision of the department head, but a great deal of leeway is allowed in carrying out assigned tasks. Immediate supervision is exercised over a small number of clerical assistants. The class is distinguished from Senior Clerk in the larger scope of operations and the greater supervisory responsibility. 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.

Supervises a clerical staff in the completion of administrative duties for a major department;

Assigns, reviews and records work done by all clerical employees;

Revises and develops improved work procedures and methods and installs those approved by department head;

Handles complaints, suggests solutions to problems and conducts correspondence;

Maintains and schedules workloads and work flows and coordinates activities with other units;

Assists department head in the preparation of budget information, collection of data, compiling of statistics and solution of personnel problems;

Represents the department head at non-technical meetings;

Supervises the preparation of reports, narratives, worksheets, accounts and other materials;

Purchases office supplies for the unit as required;

Supervises and participates in the maintenance and auditing of financial and payroll records.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; working knowledge of the principles and techniques of supervision; ability to plan, direct and review the work of others; ability to understand and carry out complex oral and written instructions; ability to gain the cooperation of others; ability to deal with the public in a positive manner; clerical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

**Principal Clerk**

- A. Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience, at least three (3) of which must have been in a supervisory capacity; **OR**
- B. Six (6) years clerical experience, at least three (3) of which must have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as indicated above.

ULSTER COUNTY  
4990 PR CLERK  
Classification: Competitive  
Grade: 10  
Union: CSEA

Adopted: June 1, 1972  
Revised: April 11, 1978  
Revised: March 2, 1982