

PRINCIPAL DATABASE CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising complex clerical tasks and/ or independently performing difficult clerical and technical work requiring a thorough understanding of specific laws, office rules, procedures and policies. A significant portion of the work involves the maintenance of and generation of reports from computerized databases to support administrative and policy decisions, and ensuring the accuracy and integrity of data systems. The work is carried out in accordance with established procedures and involves independently performing 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 is exercised over the work of subordinates. 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 and/or performs various clerical tasks with a computerized data base;

Adds, deletes and updates various records in a database;

Searches and receives data from computerized records in a database for periodic reporting for internal purposes as well as State requirements;

Prepares and processes information prior to data entry into computerized records for accuracy of record keeping and reporting;

Designs and creates various database applications;

Provides complex data analysis assistance to administrators and makes recommendations to support decision-making;

Composes and types correspondence;

Reviews, analyzes, and records work done, and instructs employees in specialized clerical work of a unit;

Sets up time schedules and is responsible for discipline in a unit;

Conducts routine correspondence on matters where policies and procedures are well defined;

Checks reports and records for clerical accuracy, completeness and proper extension;

Collects and compiles statistics and other related information;

May perform all duties of a Senior Typist or a Senior Database Clerk/ Typist;

May interview agency clients and explain services available;

Answers telephone and gives out general information or relieves at switchboard;

Collects fees and accounts for monies received;

May issue and record applications, licenses and permits;

May process, sort, index, record and file a variety of control records and reports;

May operate the variety of office machines found in a municipal agency;

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

Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of the principles and practices of computerized records maintenance; good knowledge of agency policy, rules and regulations; ability to gather, organize and prepare pertinent data to meet reporting requirements; 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.

MINIMUM QUALIFICATIONS: Either:

A. Possession of an Associate's Degree or higher level degree in Computer Science, Information Resources Management, Information Technology, Management Information Systems, Business, Business Management or closely related field; **OR**

B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid or its part-time equivalent clerical experience which must have included electronic records maintenance in a database or spreadsheet application and preparing reports from a database.

Note: Successful completion of college coursework may be substituted for up to one (1) year of the work experience required above as follows: One year of work experience equals thirty (30) credit hours.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY

Adopted: July 28, 2025

4991 PR DB C/T

Classification: Competitive

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