

## **RESOURCES CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for preparing and retrieving information pertaining to Health and Safety programs. The work involves the responsibility for entering and retrieving information using database and/or spreadsheet computer software applications in addition to making the equipment and material resources of the department available for training purposes. An incumbent is responsible for the preparation of data and information as well as performing clerical duties in support of office operations. The work is performed under the general supervision of a safety supervisor or safety manager with latitude allowed for the performance of day-to-day duties and responsibilities. Supervision is not a function of this 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.

Prepares data pertinent to the Health and Safety programs to be entered electronically into database and/or spreadsheet computer programs;

Checks information prior to data entry into computerized database for accuracy;

Retrieves data from computerized records by use of queries or other means appropriate to the software for monthly reporting to school districts;

Prepares training materials and documentation for use in the school districts by Health and Safety training teams;

Prepares reports for internal department staff and Health and Safety advisory councils;

Prepares periodic reports on a variety of Health and Safety programs;

Prepares compressed video materials and equipment for use in internal staff meetings and training sessions in the school districts;

Assists supervisors with training projects by utilizing available resources in the Resource Center;

Updates materials and equipment in the Resource Center;

Responds to requests for information and resources from staff and/or outside agencies;

Performs clerical duties relative to assignment including filing and typing;

May travel with the training teams to assist in the delivery of compressed video resources.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern office terminology, procedures, and equipment; good knowledge of business arithmetic and English; working knowledge of the use and operation of audio visual equipment; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases; ability to work independently; ability to enter data into query and issue reports from database and spreadsheet programs; ability to get along with others; accuracy; thoroughness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years clerical experience which included entering data, running queries and generating reports from a computer database or a spreadsheet program; **OR**
- C. An equivalent combination of training and experience as indicated above.

Note: At the time of appointment, applicants must possess a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY  
5571 RSRCE CLK  
Classification: Competitive  
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Adopted: May 27, 2005