

SENIOR CLERK

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. 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. The class differs from that of Clerk in that Clerk is the entry level of the clerical series whereas Senior Clerk is the second level having greater responsibility. 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.

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.

Assigns work, reviews and records work done, and instructs new 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 Clerk;

May process checks, codes and files requisitions, claims, vouchers, bills and receipts;

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 computing, calculating, or other office machines;

May utilize computer and/or 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: Good knowledge of office terminology, procedures and equipment; 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 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 with 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.

Notes:

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 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.

ULSTER COUNTY
6070 SR CLERK
Classification: Competitive
Grade: 7
Union: CSEA

Revised: July 17, 1990
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