

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform a wide scope of complex clerical tasks that may include processing forms, maintaining files and records, reviewing applications and other clerical functions that are performed in accordance with established departmental policies and procedures. Work may be performed as part of a clerical unit or in support of higher-level clerical or professional staff. Supervision may be exercised over the work of lower level clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides information to the public, either personally or by telephone concerning divisional/departmental services and/or operations;

Maintains complex filing systems to ensure accuracy and efficient retrieval of records;

Researches and assembles information needed in the preparation of reports and in the handling of correspondence;

Checks, receives, stores, and issues office supplies;

Reviews and/or proofreads papers and forms prior to filing, recording or other action;

Prepares routine correspondence;

Opens and routes incoming mail and prepares outgoing mail;

Checks payrolls for accuracy;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Operates simple office machines or automated equipment such as copiers, scanners, fax machines, shredders, calculators, printers, etc.;

Participates in processing resident park permits, camping and pavilion fees;

Performs other clerical functions as required;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office procedures, including filing systems and the use of labor-saving devices in office work including the use of automated office equipment; skill in maintaining financial records; skill in performing clerical operations; ability to understand and carry out complex oral and written directions; ability to plan and organize clerical work; familiarity with procedures used in handling cash; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; resourcefulness; initiative; accuracy; tact; ability to get along well with others; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma or equivalency and one year of clerical experience.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted for the one year of experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.