

## SENIOR CLERK

GENERAL STATEMENT OF DUTIES: Performs complex office clerical work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an employee in this class performs a variety of clerical functions that requires independent judgment. This class differs from Clerk in the greater responsibility and complexity of the work. Duties may include processing forms, maintaining files and records, reviewing applications, etc. Limited supervision over others may be required, but is more in the nature of the senior person taking the lead in a group. Frequent contacts with the public may be encountered. Work is performed under general supervision with only new assignments requiring frequent checking of work.

### EXAMPLES OF WORK: (Illustrative Only)

Provides information to the public either personally or by telephone concerning the work and personnel of the office;

Maintains complex filing systems;

Looks up needed information in the preparation of reports and in the handling of correspondence;

Checks, receives, stores, and issues office supplies;

Passes upon the accuracy and completeness of papers and forms presented for filing, recording or other action;

Handles simple correspondence;

Handles incoming and outgoing mail;

Prepares and proofreads material for printing;

Makes up and checks payrolls;

Assembles material for various reports;

May occasionally take the lead in clerical work performed by a team of two or three persons;

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

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practice, including filing systems and the use of laborsaving devices in office work; skill in performing clerical operations; ability to understand and carry out complex oral and written directions; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to plan and organize clerical work; resourcefulness; initiative; accuracy; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a standard high school or high school equivalency diploma and either (a) two (2) years of clerical experience; or (b) completion of one (1) year of post high school education and one (1) year of clerical experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages  
Special Districts  
Cities of Rye & Peekskill  
School Districts  
J.C.: Competitive

Job Class Code: S186 (School Districts)  
0186 (Municipalities)