

CLERK (SPANISH SPEAKING)

GENERAL STATEMENT OF DUTIES: Performs clerical office work of average difficulty; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this class performs a variety of clerical duties of average difficulty, requiring limited judgment and responsibility in the carrying out of prescribed procedures. Detailed instructions are received at the beginning of work and on new assignments, but regular routine assignments are performed more independently and some initiative and judgement is utilized as experience is gained. In the performance of tasks, the incumbent may be required to use standard office equipment. The use of automated systems equipment, when used as a tool for filing or obtaining information, is not a distinguishing factor in classification. Incumbents interact with a significant number of Hispanic visitors or students and must be fluent in both the Spanish and English languages, providing interpretive and information services. Supervision is not an aspect of this position.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both the Spanish and English languages, providing interpretive and information services for Spanish speaking students and/or parents;

Posts simple and routine data to various departmental records and may compile or assist in compiling reports based on tabulations of posted data and simple arithmetical computations;

Receives and screens applications, vouchers or other forms for accuracy of content and compliance with procedural and regulatory requirements;

Sorts, indexes and files documents, reports, vouchers, correspondence and other material;

Answers telephone, takes messages, and/or relays information;

Counts and distributes fliers and other information, assists in proofreading and, as required, may translate same into the Spanish language;

Makes and checks arithmetical computations;

Takes lunch counts, issues bus passes, etc.;

Furnishes routine information to inquirers at a public counter, over the telephone or by letter;

Opens, sorts and distributes mail;

Maintains number index, cross-indexes, and files office correspondence and other material;

May operate a variety of office equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with office procedures, including the use of simple office machines and filing systems; skill in filing, in posting to simple records, and in making simple arithmetical computations; accuracy in preparation and checking of records and forms; ability to understand and carry out oral and written directions; ability to read, write and converse fluently in both the Spanish and English languages; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to operate an alphanumeric keyboard where automated systems equipment is used as a tool for storage or retrieval of information; resourcefulness in locating information and compiling summaries of data from office records; tact; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

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.