

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an employee in this class performs a variety of clerical functions that require 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. Does related work as required.

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;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practice and procedures, including filing systems and the use of labor-saving 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 read, write, understand and communicate in English sufficiently to perform the essential functions of the position; 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 high school or high school equivalency diploma and two (2) years of clerical experience.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for the two years of clerical experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level will be considered in evaluating 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.

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)