

DEPARTMENT: ALL
CLASSIFICATION: COMPETITIVE
APPROVED: 04/08/99

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving responsibility for the performance of moderately difficult varied and complicated clerical tasks. Although most of this work follows an established routine, its efficient completion requires the application of independent judgment and a general understanding of specific law, office rules, procedures, terminology, and policies. Unusual problems or situations not previously encountered are referred to supervisor before action is taken. Work of employees is checked by immediate supervisor, or by another step in the clerical process. May supervise a small number of clerical works by assigning and assisting them in the less complex work of the department or section. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Gives written authorization as assigned;
2. Acts as information clerk where a general knowledge of personnel location, office activities and established office practice is involved;
3. Prepares various reports and forms requiring the collection of information;
4. May maintain employee time records, prepare payrolls, and/or tabulate salary expenditures;
5. Handles and up-dates general office files, and maintains a variety of office records;
6. Answers requests for information;
7. Codes information for data entry;
8. Performs any necessary data entry functions using various word processing, spreadsheet, and/or database programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, routines, and equipment; good knowledge of business arithmetic and English; ability to carry out complex oral and written directions; ability to get along well with others; ability to meet and deal with the public; clerical aptitude; keyboarding skills; mental alertness; good judgment; neatness of appearance; tact and courtesy; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

OPEN-COMPETITIVE: Graduation from senior high school or possession of a New York State equivalency diploma;

AND: One (1) year of office* clerical experience.

*Store clerk or cashier experience is not qualifying experience.