

**DEPARTMENT:** NIAGARA COUNTY COMMUNITY COLLEGE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** MAY 8, 2017

**SENIOR FINANCIAL AID CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for maintaining, monitoring, and certifying grant and scholarship records; maintaining contact with students to provide information and status updates regarding grants and scholarships; and for the reconciliation and accounting of grant and scholarship funds. Work is performed in accordance with established policies and objectives with limited leeway allowed for the exercise of independent judgment in applying policy to specific areas. Direct supervision is received from the Director of Financial Aid. The incumbent exercises general direction over subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Certifies Tuition Assistant Program (TAP) records, verifies student enrollment data, determines student eligibility for TAP awards, allocates funds, and makes necessary adjustments;
2. Certifies rosters for scholarship funds including the Excelsior Scholarship program;
3. Maintains contact with and provides information to students regarding scholarship and grant financial aid via phone, email, mail, or in person to inform them of the status of their scholarship and grant;
4. Reconciles accounting reports and funds for grants and scholarships;
5. Maintains accurate accounting records of scholarship and grant funds;
6. Maintains routine office records;
7. Maintains and approves student worker time sheets;
8. Monitors inventory and orders office supplies;
9. Performs arithmetical computations;
10. Operates standard office equipment;
11. Schedules, assigns, and oversees the work of subordinate staff;
12. May cover front desk of financial aid office as necessary.
13. Assists with scholarship applications when necessary;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of all applicable laws, regulations, guidelines, and policies with regard to college scholarship and grant funding; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; good knowledge of the organization, functions, policies and regulations of the Community College; good clerical computer skills; ability to use modern computer software and related peripherals at an acceptable rate of speed and accuracy; ability to schedule, assign, and oversee the work of others; ability to handle routine administrative details independently; ability to understand and carry out complex oral and written instructions; ability to compose letters, memoranda and reports; ability to maintain accurate records; ability to get along well with others and interact effectively with students and scholarship and grant administrators; ability to maintain confidentiality; ability to perform close, detail work involving considerable visual effort and strain; good judgment in solving clerical and administrative problems; mental alertness; sound judgment; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

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## SENIOR FINANCIAL AID CLERK CONTINUED

### MINIMUM QUALIFICATIONS:

**SUGGESTED PROMOTIONAL:** Two (2) years of permanent competitive status in a Group 3 clerical position, three (3) years in a Group 2 clerical position, or four (4) years in a Group 1 clerical position at Niagara County Community College immediately preceding the date of written examination.

### OPEN COMPETITIVE:

Graduation from high school or possession of an equivalency diploma **AND**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a Business related field and one (1) year of paid office clerical experience in a financial institution, an institution of higher education, or with an agency providing student financial aid; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and two (2) years of paid office clerical experience in a financial institution, an institution of higher education, or with an agency providing student financial aid; **OR**
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in a Business related field **and** four (4) years of paid office clerical experience in a financial institution, an institution of higher education, or with an agency providing student financial aid. This experience must have involved customer service and maintenance of data in a computer system; **OR**
4. Six (6) years of paid office clerical experience in a financial institution, an institution of higher education, or with an agency providing student financial aid. This experience must have involved customer service and maintenance of data in a computer system.

**NOTE:** Part-time experience will be pro-rated.