

Civil Division: All Civil Divisions
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 06/23/05

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this position are primarily responsible for the performance of clerical and other related office tasks that require the exercise of more than ordinary judgment. The tasks involved in this position are performed by employees experienced in clerical and office-related work. Some of the duties performed are the same as those performed by Clerks, except, they are performed by more experienced employees who are capable of independent decision-making and leadership in handling more complex clerical details and routine office tasks. The position may involve contact with the public on routine matters. The work is done under direct observation and review by an immediate supervisor. An employee in this class may also supervise the work of others. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares and maintains a variety of records, inventories, reports, registers and other office-related materials;
Checks reports and records for clerical accuracy, completeness and proper extension;
Processes, sorts, indexes, records and files a variety of control records and reports;
Processes checks, and codes and files requisitions, claims, vouchers, bills, and receipts;
Conducts routine correspondence on matters where policies and procedures are well defined;
Orders materials and supplies;
Collects and compiles statistics and other related information;
Operates office equipment such as typewriter, computer, calculator, fax machine, copier, etc;
Answers telephone and furnishes general information and relieves at switchboard;
May collect fees and accounts for monies received;
May issue and record applications, licenses and permits;
May assign work, review, record work done, and instruct new employees in unit's specialized clerical work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of laws, ordinances, rules and regulations that apply to position to which assigned; ability to understand and follow oral and written directions; ability to establish and maintain good working relationships with other employees and the general public; ability to supervise the work of others; clerical aptitude.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science, word processing, office technologies, office management, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience; **OR**
- (C) Four (4) years of experience, as stated above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 02/22/82

Revised: 05/28/93, 08/12/96, 06/18/97, 06/15/01, 06/23/05

Title in promotional series: Clerk; Senior Clerk; Principal Clerk