

OFFICE CLERK II

Code No. 3-05-118
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the performance of difficult and complex clerical tasks, requiring independent judgment and decision-making. The use of a personal computer for word processing and database entry and manipulation is an integral part of the position. The work is performed in accordance with general instructions regarding objectives, policies, and procedures. The work is usually submitted in its final form and is not subject to detailed or immediate review. The employee reports directly to, and works under the general supervision of, a higher-level employee. General supervision may be exercised over a subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares, formats, and maintains material such as correspondence and reports;

Prepares and maintains alphabetical, numerical, or other files;

Sorts, distributes, and files;

Obtains and gives out information by telephone, correspondence, or in person;

Performs complex electronic searches for information in documents, records, and files;

Compiles, prepares, and inputs a variety of data;

Reviews a variety of complex financial and statistical records and reports for completeness and accuracy;

Enters and extracts data and information from a database;

Enters information onto standard forms such as payroll or production records, authorizations, certifications, etc.;

Purchases office supplies and monitors expenditures;

Operates standard office machines such as a computer, copier, and fax machine;

Maintains records of monetary, budgetary, or similar transactions;

Makes computations relating to taxes, budget, and salary;

Supervises or guides subordinates in the performance of their duties;

Trains subordinates in the procedures and functions of the office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, practices, procedures, and equipment; good knowledge of business arithmetic; good knowledge of English grammar and

usage; good knowledge of the techniques involved in record keeping; good knowledge of the techniques involved in establishing and maintaining a filing system; ability to use a personal computer for word processing and database entry; ability to conduct searches for information from various sources; ability to work with forms; ability to perform basic purchasing functions utilizing computer software; ability to monitor expenditures; ability to prepare written communication, arithmetic and standard written reports; ability to operate a variety of office machines; ability to understand and carry out complex oral and written instructions; ability to express oneself clearly; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to deal with the public; good judgment in solving relatively complex clerical problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with an Associate's degree or successful completion of at least sixty (60) credit hours from a college or university; OR,
- (B) Two (2) years paid full-time or its part-time equivalent office clerical or secretarial experience*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Experience as a Teller, Cashier or Sales Clerk will not be considered appropriate experience for the purposes of these minimum qualifications.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: December 2, 1976

REVISED: February 28, 1985

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REVISED AND TITLE CHANGED: May 8, 2008

FORMERLY: CLERK II WITH TYPING

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