

OFFICE CLERK III BILINGUAL

Code No. 910039
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the independent performance of clerical duties requiring a moderate degree of decision-making. The use of a personal computer for word processing and database entry and manipulation is an integral part of this position. The work is performed in accordance with well-defined objectives, policies and procedures, but detailed instructions are given for new or difficult assignments. The work is typically submitted in its final form and is subject to general review by superiors. The employee is required to use Spanish daily, whether communicating with program administrators, coworkers, or visitors. The employee reports directly to, and works under the general supervision of, a higher-level staff member. 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 and formats legal documents, certifications, authorizations, forms, and other related paperwork in Spanish and English;

Enters and extracts data and information from a database;

Posts and maintains moderately difficult records requiring general knowledge of department or agency functions;

Processes applications, prepares permits and licenses, collects fees, issues receipts, and accounts for monies received;

Processes paperwork relating to areas such as payroll, workers' compensation forms, and accident/incident reports;

Types materials from copy, rough draft, or other instruction;

Prepares and types correspondence on matters where policy and procedures are well-defined;

Reviews lists, documents, and applications for completeness and accuracy;

Compiles, prepares, types, and reviews data for completeness and accuracy;

Performs searches for information in documents, records, files, and computer databases;

Maintains databases;

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

Orders and distributes office supplies and maintains records of expenses;

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

Guides other clerks in the performance of routine phases of their work;

Maintains filing systems.

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 Spanish and English grammar and punctuation; good knowledge of the techniques involved in record keeping; ability to utilize a personal computer for word processing, database entry, spreadsheets, and other related computer software; ability to speak and write Spanish; ability to maintain a filing system; ability to work with forms; ability to prepare and type written communications, arithmetic, and standardized reports; ability to operate standard office equipment; ability to acquire familiarity with departmental or agency organization, laws, policies, and regulations; ability to understand and carry out relatively complex oral and written instructions in Spanish and English; ability to communicate in Spanish and English both orally and in writing; ability to deal with the public; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Successful completion of at least thirty (30) credit hours from a college or university; OR,
- (B) One (1) year 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 vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

REVISED: April 28, 1977

REVISED: February 28, 1985

REVISED: September 4, 1997

REVISED: January 3, 2008

REVISED AND TITLE CHANGED: May 8, 2008

FORMERLY: CLERK III WITH TYPING BILINGUAL

REVISED: August 9, 2018

REVISED: November 2, 2023