

SENIOR OFFICE CLERK I

Code No. 3-05-272
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level clerical position involving the performance of complex clerical/secretarial and routine administrative business tasks. The use of a personal computer for word processing and database entry and manipulation is an integral part of this position. The employee is required to exercise frequent independent judgment in solving office management problems and act on behalf of the administrator in accomplishing administrative business. This title differs from the Office Clerk I title by virtue of its higher level interpretive and decision making responsibilities relating to agency administrative functions. The employee reports directly to, and works under the general supervision of, an administrator and is permitted considerable freedom in referring or responding to inquiries. 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.)

Interprets and transmits administrative directives and policies throughout the unit;

Conducts research and makes recommendations to administrator on new initiatives, grant applications, funding sources or projects;

Acts as liaison between the office and other government agencies and citizens regarding budgets, contracts, referrals, human resources, and other routine business;

Composes and develops correspondence and brief reports dealing with well-defined administrative activities;

Makes critical decisions regarding office administrative functions including participation in management operations such as internal security matters;

Assists in the development, justification, submission, and monitoring of the office budget;

Purchases office supplies and monitors expenditures;

Reads and reviews administrator's correspondence/mail, handles items/inquiries when possible, composes replies to inquiries, alerts administrator of critical correspondence, and routes certain items to staff for action;

Proofreads typewritten materials for sense, consistency, and quality as well as for spelling, grammar, and punctuation;

Schedules conferences and meetings on behalf of the administration including internal meetings and with outside agencies, ensuring all parties are contacted, and scheduling conflicts are resolved;

Acts as receptionist for administrator, greeting visitors and scheduling appointments;

Performs complex computations relating to taxes, budgets, salaries, and other office responsibilities and maintains various databases;

Supervises or guides subordinates in the performance of their duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, practices, procedures, and equipment; thorough knowledge of business arithmetic; thorough knowledge of English grammar and usage; thorough knowledge of business administration techniques and practices; thorough knowledge of the techniques involved in establishing and maintaining a filing system; thorough knowledge of terminology, vocabulary and letter formats used in business correspondence; thorough knowledge of office management techniques; working knowledge of first line supervision when applicable to position; record keeping ability; ability to operate a variety of office equipment; ability to use a personal computer for word processing and data base manipulation and entry and other related tasks; ability to perform purchasing functions; ability to monitor and adjust expenditures; ability to develop written communications from general instructions; ability to develop statistical and narrative reports from general instructions; ability to read and interpret complex material such as laws, rules and technical instructions; ability to interpret and transmit administrative directives and policies; ability to conduct research and make recommendations; ability to prioritize workload in accordance with supervisor's priorities; ability to proofread not only for spelling, grammar and punctuation but also for sense, consistency, and quality; ability to review, prioritize, and take action on supervisors' mail as appropriate; ability to understand, follow, and interpret oral and written directions; ability to establish and maintain effective professional relationships; 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) Graduation with an Associate's degree or successful completion of at least sixty (60) credit hours from a college or university, plus three (3) years paid full-time or its part-time equivalent office clerical or secretarial experience*; OR
- (B) Five (5) 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: August 5, 2010

REVISED: October 5, 2023