

## **OFFICE CLERK I**

Code No. 3-05-271  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a senior level position responsible for the independent performance of difficult and complex clerical and routine administrative business tasks requiring a high degree of independent judgment. 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 with brief instructions regarding general objectives. The employee is permitted considerable freedom in prioritizing work, interpreting and applying policies procedures, and making frequent decisions which have broad ramifications and consequences. The employee reports directly to, and works under the general supervision of, an administrative level staff member. 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.)

Develops, formats, and maintains material such as non-routine correspondence, statistical or narrative reports from outline, notes or other general instructions;

Develops and maintains alphabetical, numerical, or personnel files;

Sorts, distributes, and files information and materials;

Researches and interprets information for dissemination by telephone, correspondence or in person;

Acts as liaison between the office and other government agencies for budget, contracts, referrals, human resources, or other routine business;

Compiles, prepares, and inputs a variety of data;

Purchases office supplies and monitors expenditures;

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

Performs complex computations relating to taxes, budget, salaries or other office responsibilities;

Plans, assigns, and reviews clerical work and instructs employees in the duties of specialized clerical work;

Supervises or guides subordinates in the performance of their duties;

Trains subordinates in the procedures and functions of the office.

**FULL PERFORMANCE KNOWLEDGE, 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 business administration techniques and practices; good knowledge of the techniques involved in establishing and maintaining a filing system; good knowledge of budgeting techniques and principles; working knowledge of research techniques; ability to use a personal computer for word processing and database manipulation and entry; 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 communicate effectively orally and in writing; ability to establish and maintain effective professional relationships; good judgment; independence; 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 one (1) year paid full-time or its part-time equivalent office clerical or secretarial experience\*; OR
- (B) Three (3) 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 6, 2009

**REVISED:** October 5, 2023