

CLERK I

Code No. 3-05-031
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level position responsible for planning, administering, and performing complex clerical tasks using independent judgement and good decision-making skills. The use of a personal computer for word processing and database entry and manipulation is an integral part of this position. Responsibilities include dealing with complicated systems and interpreting laws or technical regulations. The employee reports directly to, and works under the general supervision of, a department head or an administrator. 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.)

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

Performs difficult and complex clerical tasks;

Schedules and coordinates workloads;

Analyzes clerical procedures, suggests changes to increase efficiency, and implements approved changes;

Conducts correspondence on matters in which policies and procedures are well-defined;

Responds to requests for information about department policies, procedures, and pertinent laws;

Assists in the preparation of departmental reports;

Assists in the collection of budget data and the preparation of budget information;

Requisitions supplies and maintains inventory records;

Operates office equipment such as a computer, copier, and fax machine.

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; ability to plan, assign, and supervise the work of clerical assistants; ability to follow complex oral and written directions; ability to readily acquire familiarity with departmental organization, functions, laws, policies, and regulations; ability to prepare correspondence and reports; ability to deal effectively with the public and other employees; good judgment in solving complex clerical problems; ability to operate a variety of office equipment; initiative and resourcefulness; 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 two (2) years paid full-time or its part-time equivalent office clerical or secretarial experience*; OR
- (B) Four (4) 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

REVISED: May 29, 1985

Reviewed: 2/4/87

REVISED: March 7, 2002

REVISED: January 3, 2008

REVISED: February 6, 2014

REVISED: October 5, 2023