

CLERK, PART TIME

Code No.: 4-05-045
NON - COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a part time clerical position responsible for performing routine clerical tasks in accordance with established procedures. Employees receive detailed oral and/or written instructions for new assignments. Independent judgment is restricted to the application of standard procedure to specific cases. The work is reviewed by immediate supervisory observation and checking completed work. Work is performed under direct supervision from a higher ranking clerical employee or administrator. Does related work as required.

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

Date stamps, sorts, and distributes mail to appropriate office and/or employees;

Files correspondence, memoranda, reports, records, purchase orders, requisitions, applications, and other office material;

Pulls material from files, makes simple file searches, maintains charge out records;

Operates a variety of office equipment such as photo copying machine, calculator, adding machine, typewriter, computer, fax machine;

Collates assembled materials;

Organizes materials for mailing and stuffs envelopes by hand or envelope stuffing machine;

Transfers information from original source documents making entry on control cards, logs, or data sheets;

Relieves at switchboard; answers telephone and obtains and gives out routine information about office function and services, refers call to proper office and personnel, or takes messages;

Acts as office receptionist by greeting visitors, obtaining and giving out information, directing visitors to proper office, or notifying of visitors and appointments;

Addresses envelopes by hand, typewriter, computer;

May post to simple bookkeeping records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of basic arithmetic operations; working knowledge of office terminology, practices, procedures, and equipment; ability to sort, arrange, and file material alphabetically or numerically; ability to locate materials in files; ability to operate a variety of office equipment; ability to follow oral or written instructions; ability to deal effectively with the public or office personnel; ability to obtain accurate and sufficient information from callers or visitors and to take messages; ability to write legibly; ability to use a telephone in a courteous and efficient manner; record keeping ability; clerical aptitude; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: Where education is lacking, clerical experience may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid New York State License to operate a motor vehicle or otherwise demonstrate your ability to meet the transportation needs of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: December 3, 1998