

CLERK - SEASONAL

Code No.: 4-05-048
(BOE: 4-05-227)
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a seasonal clerical position involving the performance of a variety of routine clerical tasks that involve little or no typing. Employees of this class receive detailed oral and/or written instructions for new or more involved or difficult assignments. The work is reviewed by immediate supervisory observation and checking completed work, by periodic or spot-checking, by cross-checking, or by another step in the clerical process. The Clerk Seasonal works under direct supervision from a higher-ranking clerical employee. 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):

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

Sorts, indexes, and files correspondence, memoranda, mail, records, purchase orders, requisitions, applications, and other office material;

Retrieves materials from files, makes simple file searches, and maintains charge-out records;

Operates a variety of office equipment such as copy machine, microfilm reader, calculator, electronic work station;

Checks reports and records for clerical accuracy and completeness;

Makes calculations manually or with a calculator;

Collates assembled materials;

Organizes materials for mailing and stuffs envelopes by hand;

Transfers information from original source documents to control cards, logs, data sheets or into the computer;

Issues and records applications, licenses, permits;

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

Acts as office receptionist by greeting visitors, obtaining and giving out information and directing visitors to the proper office;

Addresses envelopes by hand or with labels.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of basic arithmetic; working knowledge of office terminology, practices, procedures, and equipment; telephone skills; ability to add, subtract,

multiply, and divide; 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 provide accurate and authorized information to callers or visitors; ability to write legibly; record-keeping ability; ability to do basic data entry; clerical aptitude; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school 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.

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: June 19, 1987