

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is difficult and varied clerical work. Work requires the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Depending upon the nature of the assignment, work may be done under close or general supervision. Supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Prepares and reviews reports, and other documents for completeness, accuracy, and conformity with established procedures; Indexes and files documents and correspondence; Assigns work, reviews and records work done and instructs new employees in the specialized clerical work of the office; Assembles a variety of data from office records for incorporation into various reports; Answers telephone, gives routine information to the public, and makes appointments for superior; Operates a personal computer, adding machine, calculator, or other office machines; Performs a wide variety of related clerical tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; Good knowledge of business arithmetic and English; Ability to understand and carry out complex oral and written directions; Ability to supervise others; Ability to get along with others; Ability to meet and deal with the public; Clerical aptitude; Good judgment; Good organizational skills; Neat appearance; Tact and courtesy; Good physical condition.

MINIMUM QUALIFICATIONS: Either:

- A. (1) Two years of experience in clerical work and (2) Graduation from high school or possession of a New York State equivalency diploma; OR
- B. Four years of satisfactory clerical experience; OR
- C. An equivalent combination of training and experience as indicated in (A) and (B) above.

Revised 6/19/90; 3/13/02; 4/5/06

Reviewed 10/7/98; 4/29/10; 10/21/11