

Clerk (part-time) Tompkins County

Department: Various Agencies Throughout Tompkins County

Classification: Non-competitive for part-time (50% or less) in the Town of Lansing, All Villages, and in all School Districts. Competitive elsewhere.

Labor Grade: White Collar grade 4

Approved: 11/18/75

Revised: 10/81; 7/86; 5/91; 12/04; 8/15; 1/18

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

There are no minimum qualifications for part-time noncompetitive class clerks.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry-level class involving the performance of a variety of systematized clerical tasks. Substantial knowledge is not required. Positions in this class are supervised by a higher-level clerical position by personal observation; review of work in progress or upon completion; and of production records and reports. Supervisory assistance is available with instructions given for new or unusual assignments and procedures. A clerk has no supervisory responsibilities but may assist the supervisor in the on-the-job training of a new clerk in a specific clerical task. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Reviews documents for accuracy and completeness according to procedures and instructions;
- Sorts large volume production work such as applications and various printed material and official documents into sets of predetermined arrangement and number and assigns sequential numbers to each set;
- Receives incoming unit mail, date stamps and routes to appropriate individual or location for action;
- Prepares folders on individual program cases with appropriate individual or locations for action;
- Issues notifications to affected individuals on specific agency program actions per established procedures;
- Codes various transactions for computer input from source documents per established coding systems;
- Makes computation following prescribed steps using the four basic arithmetic functions;
- Checks arithmetic accuracy of certain calculations;
- Posts receipt of payments for various routine program activities to individual accounts;
- Compares computer printouts with other records for discrepancies, checks source documents to identify the source of error and notes appropriate corrective action for supervisor;
- Obtains and confirms routine data by telephone or form letter and posts results;
- Prepares individual transcripts of school records;
- Searches for and/or compiles pertinent information and data;
- Logs receipt of various documents, applications, and forms;
- Alphabetize and file folders and other records;
- Maintains a file of unit correspondence, various transaction, records, and related materials;
- Answers routine factual telephone inquires and/or refers callers to appropriate office of individual;
- Prepares routine forms and correspondence in response to inquiries;
- Orally provides information to individual members of the public on procedural requirements for various routine program transactions;
- Answers questions from individual members of the public while performing work at a counter or information station;
- May use a standard typewriter or computer keyboard to type correspondence, records and other written materials.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of office technology, procedures and equipment;
- Working knowledge of business arithmetic functions of addition, subtraction, multiplication and division;
- Ability to follow oral and written instructions; Ability to perform clerical operations with number and letters;
- Ability to perform common office record-keeping tasks;

- Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer;
- Ability to perform close detail work involving considerable visual effort and strain;
- Accuracy;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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