

Clerk Tompkins County

Department: Various agencies throughout the jurisdiction

Classification: Comp. for FT, NC for PT in selected municipalities ONLY

Labor Grade: 4

Approved: 11

Revised: 10/81; 7/86; 5/91; 12/04 ; 4/14

By: HH, Commssioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma; OR
- (b) Two years of clerical experience; OR
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

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. The class is distinguished from a Senior Clerk who performs more difficult and complex clerical tasks that require knowledge of specific program areas and the application of judgment and discretion in selecting a course of action. 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;
- Physical conditions commensurate with the demands of the position.

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