

Highway Clerk Tompkins County

Department: Highway
Classification: Competitive
Labor Grade: White Collar Grade 4
Approved: 7/2021
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma; OR
- (b) Two (2) years of clerical experience.

*For this title only, cashiering will count as clerical experience.

SPECIAL REQUIREMENTS:

Possession of a valid Class D or higher New York State Driver's License at the time of application and maintenance of such license for the duration of employment.

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 clerical apprentice type position at the Tompkins County Highway Department offering training and advancement opportunities. Responsibilities may involve handling, sorting, and delivery of mail and packages, as well as delivering tools to and from worksites. Incumbent may also be expected to perform entry level clerical office skills including answering phones, filing, taking messages. An employee in this position works under the direct supervision of an upper level office staff member as assigned. The incumbent is required to perform any and all duties as required.

TYPICAL WORK ACTIVITIES: Illustrative Only

- Operates a pickup in support of project operations;
- Directs incoming public to appropriate staff;
- Answers phones and relays messages;
- May type documents and correspondence;
- Scans documents for upload into Laserfiche;
- May perform some data entry;
- Maintains filing systems;
- Receives, sorts and distributes all incoming mail;
- Collects, sorts, applies appropriate postage and mails all outgoing mail;
- Picks up and delivers interdepartmental mail;
- Delivers bulk and pre-sort mail to post office;
- Operates postage meter to stamp out-going mail according to class of mail and current rates;
- Receives, stores and delivers various office supplies;
- Maintains an inventory of office supplies in stock;
- Stuffs and labels envelopes;
- Prepares and maintains routine reports.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to follow instructions both orally and in writing;
- Ability to lift heavy items such as mail bags and boxes;
- Ability and willingness to work in adverse weather conditions;
- Ability to perform close, detailed work involving considerable visual effort and strain;
- Clerical aptitude;

- Accuracy, tact and courtesy;
- The employee's physical condition shall be commensurate with the demands of the position.

Originally created 7/2021

H35