

SENIOR CLERK Tompkins County

Classification: Competitive

Labor Grade: 7

Approved: 0

MINIMUM QUALIFICATIONS:

One year of clerical experience.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is moderately difficult clerical work involving responsibility for the performance of a variety of clerical tasks, which require a general understanding of specific laws, organizational rules, procedures and policies. Incumbents may direct and review the work of lower-level clerical employees, but regular supervision is not a responsibility of the class. This class is distinguished from Clerk by the greater complexity of tasks, the program knowledge required, the responsibility for acting as lead worker, and the exercise of independent judgment in selecting the best of a number of prescribed alternatives regarding clerical operations. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Reviews documents for accuracy, completeness, processes and conformity with established procedures and makes appropriate determinations; Prepares standard written responses on matters related to specific agency programs received from the general public, State and local agencies, and within the agency; Monitors agency record keeping systems for proper maintenance (both manual and computerized); Prepares numerical data operational reports on departmental activities; Uses a data entry terminal keyboard and a visual screen to enter and retrieve pertinent data from computer files; Answers inquiries in person or by telephone regarding agency programs, services or program eligibility requirements; Maintains records for perpetual inventory, overhead expenses, maintenance and operating costs; Processes claims, verifies accuracy of billing, researches bills and authorizes payments of outstanding bills; Prepares and/or verifies the accuracy of a variety of school records; Collects fees and accounts for monies received; Instruct new employees in the specialized clerical work of the unit; May use a standard typewriter keyboard to type correspondence, records and other written materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; Good knowledge of basic arithmetic functions of addition, subtraction, multiplication and division; Good knowledge of the procedures, regulations and precedents governing the agency's clerical operation; Working knowledge of the principles of supervision; Ability to follow oral and written directions; Ability to prepare narrative or tabular materials on a program or segment of a program; Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer (speed is not critical); Ability to perform close detail work involving considerable visual effort and strain; Ability to articulate ideas and information effectively; Ability to effectively deal with people; Accuracy and integrity are required; The employee's physical condition shall be commensurate with the demands of the position.

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