

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Community Services

Senior Clerk

\$29,327 - \$34,527

DATED: January 10, 2023

LAST DAY FOR FILING: January 24, 2023

EOE

GENERAL STATEMENT OF DUTIES: Performs a wide variety of difficult clerical tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is work involves responsibility for the performance of a variety of unrelated clerical tasks requiring a general understanding of specific regulations, rules, office procedures and policies. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is performed under general supervision in accordance with prescribed procedures permitting leeway for the use of independent judgment in carrying out details of the work. Supervision may be exercised over other workers. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Provides routine office information to vendors, sales representatives and agency personnel, assist other staff members in moderately complex recordkeeping procedures;

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;

Serves as receptionist, answers telephone, provides callers with general information, interviews callers and schedules appointments;

Conducts routine correspondence on matters where policies and procedures are defined;

Checks reports and records for clerical accuracy, completeness and proper extension;

Prepares and maintains a variety of records and reports;

Collects and compiles statistics and other related information;

Processes, checks, codes, and files requisitions, claims, vouchers, bills and receipts;

Reviews documents for accuracy, completeness, processes and conformity with established procedures and makes appropriate determinations,

Monitors office record keeping systems, both manual and computerized;

May create various forms of multimedia using a computer;

Collects fees and accounts for monies received;

Processes, sorts, indexes, records and files a variety of control records and reports;

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of office terminology, procedures, equipment and business English; good knowledge of computers; good knowledge of principles and practices of computerized record maintenance; good knowledge of business arithmetic; ability to understand and carry out complicated oral and written directions; ability to establish and maintain effective working relationships with others; ability to organized and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to exercise good judgment.

PROMOTIONAL QUALIFICATIONS: One (1) year permanent status as a Clerk within Otsego County

MINIMUM QUALIFICATIONS: Either

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Secretarial Science, Business or related field; OR
- (b) High school or equivalency diploma and two (2) years of clerical experience, one of which includes experience using Microsoft Office products Word, Excel, PowerPoint and/or Publisher.
- (c) An equivalent combination of training and experience as defined in (a) and (b) above.

Note: Successful completion of coursework in Secretarial Science, Business Administration, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience up to one year.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 OR online at www.otsegocounty.com.