

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

County Clerk Department

Senior Clerk

\$36,305 - \$42,745

DATED: May 22, 2025

LAST DAY FOR FILING: June 4, 2025

EOE

DISTINGUISHING FEATURES OF THE CLASS: This 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 KNOWLEDGE, 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: Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience which includes experience using Microsoft Office products Word, Excel, PowerPoint and/or Publisher.

CLASSIFICATION: Competitive-FT

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov