Please Post Conspicuously

# OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

# *Code Enforcement*

# *Clerk*

# $34,498 - $40,593

## DATED: November 2, 2026

## LAST DAY FOR FILING: November 16, 2026

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS**: The work involves responsibility for the performance of standard clerical tasks including the use of a personal computer and other office equipment. 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 reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. This position differs from Senior Clerk in that duties of a Clerk involve less complex operations than a Senior Clerk and tend to be routine in nature. Does related work as required.

**EXAMPLES OF WORK**: (Illustrative only)

- Receives and organizes work to be processed and recorded;
- Contacts clients, vendors, and/or insurance carriers to obtain additional information or to update information;
- Answer telephone and take messages or provides callers with general information;
- Prepares, stores and retrieves lists and documents;
- Updates and stores department forms on a computer using word processing software;
- Orders office supplies and maintains inventory of supplies and equipment;
- Sorts, date stamps and distributes mail and packages;
- 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;
- Makes copies of letters, files and reports;
- Schedules meetings and appointments;
- May serve as a receptionist and greet clients and/or visitors;
- May enter and retrieve information using computer database/spreadsheet software;
- May collect fees and account for monies received;
- May prepare and maintain time records and payroll data;
- Makes journal entries on computers or ledgers from original sources;
- Operates copier or other office machines.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; working knowledge of the principles and practices of computerized records maintenance; ability to perform close, detail work involving considerable visual effort and concentration; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with others; ability to maintain neat and legible records; clerical aptitude; tact and courtesy.

**MINIMUM QUALIFICATIONS**: Graduation from high school or possession of a high school equivalency diploma

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