

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Department of Social Services
Clerk

\$26,332 - \$30,977

DATED: February 18, 2021

LAST DAY FOR FILING: March 3, 2021

EOE

GENERAL STATEMENT OF DUTIES: Performs routine clerical duties of average difficulty; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for accurate performance of a limited variety of non-supervisory clerical duties. Much of the work follows a recurring pattern which requires detailed instructions on first contact but which can be performed independently after completion of the learning period. Since this is an entrance position, employees should be alert and demonstrate a willingness to prepare themselves for efficient and complete assumption of their regular duties. A Clerk ordinarily works in an office with one or more clerical employees of higher grade, who are available for advice on new or unusual assignments and frequently exercise supervision over the work.

EXAMPLES OF WORK: (Illustrative only)

- Prepares routine reports from already assembled material;
- Maintains alphabetic and numerical files of correspondence, documents and materials;
- Operates copier or other office machines;
- Answer telephone and take messages or provides callers with general information;
- Makes journal entries on computers or ledgers from original sources;
- Occasionally acts as a receptionist;
- Sorts, date stamps and distributes mail and packages;
- Procures, distributes and maintains stock of office supplies;
- May collect fees and account for monies received;
- May enter and retrieve information using computer database/spreadsheet software.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow simple oral and written directions; 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 and one (1) year of clerical experience.

Note: This position may be subject to a background check if the duties of this position are exposed to Federal Tax information.

CLASSIFICATION: Competitive-FT

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