

PRINCIPAL ADMINISTRATIVE SERVICES CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important account keeping work involving responsibility for the proper maintenance of accounting records and requiring the application of experience and judgement in processing complicated or nonrepetitive accounting transactions. An incumbent also performs a variety of clerical and other tasks related to Personnel Administration in a County Department. The work is performed under general supervision. A Principal Administrative Services Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises or reviews the checking of account keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;
- Conducts correspondence pertaining to the work;
- Posts to accounts from appropriation, expense, invoice, payroll receipts, voucher records, and other original entry media;
- Balances books and compiles reports to show revenues and expenditures and other information pertinent to the business of the organization;
- Assists in preparation of budgets;
- Analyzes expenditures and revenues to monitor and control budgeted amounts;
- Develops estimated costs and provides data for negotiations with employee organizations;
- Maintains payroll records and processes payrolls;
- Compiles and keeps personnel records;
- Reports Department personnel transactions to County Personnel Office/Civil Service Commission;
- Prepares a variety of reports and data concerning existing and planned staffing, and personnel operations;
- Searches employee files and furnishes information to authorized persons;
- Communicates with County Personnel and Labor Relations Office in order to interpret various labor agreement provisions to department employees;
- May train new employees;
- Performs duties of position using an electronic data processing system to process, record, and report data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods used in keeping financial accounts and records; good knowledge of office terminology procedures and equipment; good knowledge of business arithmetic and English; ability to follow oral and written directions; ability to secure the cooperation of others; clerical aptitude; good judgement; integrity; ability to maintain strict confidentiality regarding personnel and labor relations matters; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma or three (3) years of clerical experience involving the maintenance and checking of financial accounts or records.

NOTE: Study at a regionally accredited or New York State registered college or university which includes fifteen (15) semester credit hours in accounting may be substituted for two (2) years of the required experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION