

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: This important work involves the responsibility for the performance of a number of varied clerical tasks requiring the exercise of independent judgement and a general understanding of department procedures and policies. The work is performed under general supervision, unusual problems being referred to a superior before action is taken. Supervision may be exercised over the work of clerical assistants. A Senior Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Carries out a variety of the more difficult and complex clerical tasks;
- Acts as information clerk where a general knowledge of personnel, organization, department activities and established practices are involved;
- May assign work, records work done and instructs new employees in the clerical work of an office;
- Gathers and compiles statistical data for various reports;
- Reviews a variety of billings for completeness and accuracy, compares them with Agency records to determine appropriateness, and posts them to permanent records; also returns any inappropriate billings to vendors for additional information, clarification, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, routine and equipment; good knowledge of business arithmetic and English; ability to understand and carry out written directions; ability to get along well with others; clerical aptitude; mental alertness; good judgement; tact; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical office experience;

OR

- B. Two (2) years of clerical office experience.

NOTE: One (1) year of experience is required and additional training beyond high school cannot be substituted for this year of experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/8/80