

CLERK III

00120
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for performing highly difficult and responsible clerical work not requiring typing or stenographic skills. An employee in this class performs work involving supervision over subordinate supervisory and/or clerical employees engaged in the maintaining of a large or diverse number of records entailing complex procedures; or the employee may perform highly specialized and technical clerical work with a high degree of independence. The Clerk III is responsible for the proper performance of the assigned supervisory or technical activities of their unit; the efficient and effective process of the clerical functions in a unit; and make independent work decisions based upon experience and knowledge of operations. Technical, procedural and policy questions are referred to an administrative superior for decision. Work is typically reviewed through conference and observations by the administrative superior. Does related work as required.

TYPICAL WORK ACTIVITIES

Assumes responsibility for supervising an office staff, assists in preparation of annual budgets and processing of payrolls and directing clerical detail work relating to personnel, purchasing, mail and correspondence, processes and files legal papers, etc.

Organizes, assigns and reviews work of clerical employees engaged in skilled office tasks and instructs new staff members in unit and agency objectives; oversees and installs new work procedures and methods.

Supervises the examination of documents and application forms for accuracy and completeness when presented for filing, recording or other administrative action; may supervise the issuance of licenses and permits of various kinds.

Supervises employees performing cashier duties or clerical duties relating to collection and processing of license fees and medical payments, the issuance of documents, etc.

Maintains departmental budget records; maintains activity controls and cost records according to established classifications; prepares standardized reports and statements.

May use a data entry terminal or personal computer (PC) for filing or obtaining information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of general office practices, terminology, procedures, equipment and clerical techniques.

Thorough knowledge of business English, spelling and arithmetic.

Good knowledge of the principles of office management.

Working knowledge of the principles and practices of supervision.

Ability to apply standard professional office management practices to office operations.

Ability to plan, assign and supervise the work of moderate sized office staff and to instruct and train clerical subordinates in an effective manner.

Ability to maintain complex records and to prepare periodic reports from these records.

Ability to use common office equipment including equipment having alpha-numeric keyboards, photocopiers, and CRT's.

Ability to understand and carry out complex oral and written directions.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Promotion:

- A. Two (2) years of permanent competitive class status in a second level clerical position; or,
- B. Four (4) years of permanent competitive class status in an entry level clerical position.

Open Competitive:

Four (4) years of clerical experience or its part time equivalent.

NOTE:

Post secondary education in a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a concentration in secretarial science may be substituted for the above listed work experience on a year for year basis

02/2002 Revised