

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical processing work which consists of ordering, recording and processing all or part of the paperwork flow of an office. The work of this second level title in the clerical line involves judgment in work scheduling as well as the evaluation of submitted data for compliance with established criteria and attendant appropriate action. Incidental work related to clerical processing may also be required. Incumbents may be expected to operate data entry or word processing equipment as a function of their work. The work is performed in accordance with prescribed procedure under the general supervision of an administrator or a higher level clerical employee. Work direction may be given to first level clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Orders, records, integrates and processes reported data requiring knowledge of moderately difficult procedures;

Answers moderately difficult questions related to the clerical processing responsibility of the office;

Initiates telephone contacts to obtain potentially difficult information;

Operates a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, data entry, word processing, micro-computer, etc.;

Files materials related to clerical processing work;

May post accounts, do summaries and prepare for and make bank deposits;

May operate a telephone switchboard or console or act as a receptionist.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of high school level business arithmetic; good knowledge of office equipment and procedures including filing and telephoning; ability to understand and interpret moderately difficult written materials and oral instruction; ability to extract information from standard form documents and establish and maintain records according to procedure; organizational ability.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical or business experience.

NOTE: Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for the required experience on a one-for-one basis for business or secretarial curricula and for up to one (1) year of the required experience for any other curriculum.

PROMOTION: One (1) year of permanent status in any Clerk title.

For positions within the Child Support Enforcement Unit at the Rockland County Department of Social Services:

SPECIAL REQUIREMENT: Per Internal Revenue Service (IRS) Security Guidelines for Federal, State and Local Agencies (IRS Publication 1075, Section 5.1.1), employees with access to Federal Tax Information (FTI) must complete a background check which is favorably adjudicated. The background check will include FBI fingerprinting; a check of local law enforcement agencies where the employee has lived, worked and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified results and verification of citizenship/residency. You will be required to pay for a processing fee for the fingerprinting. NOTES: (1) A criminal record does not necessarily disqualify you from employment or access to FTI. An individualized determination will be made as to how any conviction would impact suitability to handle FTI. (2) Federal guidelines require that a reinvestigation will be conducted within ten years of the date of the previous background investigation for each employee requiring access to FTI. NY law does not currently permit reinvestigation but may be changed at any time to permit reinvestigation pursuant to the federal guidelines.

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Please refer to the FTI policy posted on the Rockland County Department of Social Services website for further information.