

CLERK

JOB CODE: 6902
LOCATION: Tioga County Departments, Schools Districts, Municipalities
CLASSIFICATION: Competitive (F/T); Non-Competitive (P/T & Seasonal)
SALARY: CSEA, Grade II (County); Varies by location (Schools & Municipalities)
ADOPTED: Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments, and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, checking completed work, periodic or spot checks, cross-checking, or by another step in the clerical process. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Sorts, indexes, and files mail, bills, requisitions, ledger cards, and other material;
- Pulls material from files, makes simple file searches and maintains records;
- Performs data entry of information in maintaining computerized records;
- Issues and records applications, licenses and permits;
- Collects fees and accounts for moneys received;
- Checks reports and records for clerical accuracy and completeness;
- Answers telephone and gives out routine information, or relieves at switchboard;
- Sort and distributes in-coming and out-going mail;
- Types correspondence from rough draft or finished copy;
- Maintains time records and payroll data;
- Operates photocopier, fax machine and other office machines;
- Makes entries in ledger from original sources;
- Makes arithmetical computations and compiles simple statistical reports;
- Dependent upon assignment, may transport clients to specified locations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; skill in the use of a personal computer; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; tact and courtesy; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; or any combination of experience and training sufficient to indicate ability to do the work.

**** Special Note **:** A valid driver's license will be required for Seasonal appointments with the Tioga County Department of Social Services.