

PRINCIPAL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving responsibility for the exercise of independent judgment in relieving the department head of administrative details. The work is performed in accordance with general instructions received from the department head and based on established policies. Supervision is exercised over the work of clerical staff.

TYPICAL WORK ACTIVITIES:

Prepares or supervises the preparation of a variety of reports for Board of Supervisors and state agencies;

Compiles data for departmental reports and inventories;

Consults with department head on policies and procedures;

Conducts correspondence in the name of his superior;

Maintains liaison for the department head with local government officials and the general public;

Represents the department head at meetings and conferences.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology and procedures; thorough knowledge of departmental policies and activities; good knowledge of business arithmetic and English; ability to understand and follow complex oral and written instructions; ability to plan and supervise the work of others; ability to get along well with others; initiative; resourcefulness; good judgment; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, two years of clerical experience in a supervisor capacity; or

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- (B) Graduation from a New York State recognized or regionally accredited two year college with an Associate's Degree in Business Administration, Public Administration or related field and three years of experience as described in (A); one year of which must have been in a supervisory capacity; or
- (C) An equivalent combination of training and experience as described above.