

**DISTINGUISHING FEATURES OF THE CLASS:** This is important clerical work involving responsibility for the performance of a number of varied or unrelated clerical tasks, which require the exercise of independent judgment and a general understanding of specific law, office rules, procedures, and policies. Clerks doing rather varied work may receive detailed instructions at the beginning of each new assignment while clerks responsible for carrying out steps in a prescribed routine may receive only infrequent general instructions. In either case unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. Work of employees is checked by immediate supervisors or by another step in the clerical process. Immediate supervision may be exercised over the work of one or more clerical assistants.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Collects and compiles statistics and other related information;

Processes, checks, codes, and files requisitions, claims, vouchers, bills and receipts;

Collects fees and accounts for monies received;

May make up, foots, extends and recapitulates tax rolls;

May maintain continuing property records;

Conducts routine correspondence on matters where policies and procedures are well defined;

Issues and records applications, licenses and permits;

Checks reports and records for clerical accuracy, completeness and proper extension;

Processes, sorts, indexes, records and files a variety of control records and reports;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Prepares and maintains a variety of records and reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS:** Thorough knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; ability to understand and carry out oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; accuracy; good judgment, tact; and courtesy.

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

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Last Reviewed:  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

New requirement folder 02/05/09  
Revised in Classplan on 08/03/10  
Revised and Replaced in Classplan: 3/14/2023