

CLERK

STANDARD NO(S):

NYSLEAP: 2.2

DATE:

July 28, 2009

REFER TO:

Gary S. Sullivan

I. OBJECTIVE: In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY: To establish a job description for Clerk in the Seneca County Sheriff's Office.

III. DETAILS:

A. Employment Criteria – The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures are definitely fixed, employees must exercise independent judgement in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process. Typical work assignments vary and are outlined below as illustrative only:

1. Sorts, indexes, and files mail, bills, requisitions, ledger cards and other material;
2. Pulls material from files, makes simple file searches and maintains charge-out records;
3. Issues and records applications, licenses and permits;
4. Collects fees and accounts for monies received;
5. Checks reports and records for clerical accuracy, completeness and proper extension;
6. Answers telephone and gives out routine information, or relieves at switchboard;
7. Maintains time records and payroll data;
8. Operates photocopier, simple computing and other office machines;
9. Makes entries on control cards; or in ledger from original sources;
10. Makes arithmetical computations and compiles simple statistical reports.

B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:

1. Working knowledge of office terminology, procedures and equipment;
2. Working knowledge of business arithmetic and English;
3. Ability to understand and follow oral and written instructions;
4. Ability to get along well with others;

5. Ability to write legibly; clerical aptitude;
6. Mental alertness; neatness;
7. Accuracy;
8. Tact and courtesy;
9. Good physical condition.

C. The position of Clerk must meet all civil service requirements.

D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.

MINIMUM QUALIFICATIONS:

Graduation from high school or High School Equivalency.

E. Seneca County is an Equal Opportunity Employer