

SENIOR CLERK (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This is moderate difficult and varied clerical work requiring a general understanding of specific law, office rules, procedures, and policies. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May operate a typewriter and/or Electronic Work Station (personal computer, word processor, or any other electronic micro-processor/device), and/or a computer terminal in performing duties described below;

Assigns work, reviews and records work done, and instructs new employees in specialized clerical work of a unit;

Sets up time schedules and is responsible for discipline in a unit;

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

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

Answers telephone and gives out general information or relieves at switchboard;

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

Prepares and maintains a variety of records and reports;

Assists with set-up of service including forms design and procurement, interviewing and training, design of office, recommending supplies;

Makes recommendations as necessary on ordering and budgeting for supplies to include papers, forms, equipment, staffing levels, and appropriateness of existing telephone system;

Drafts original correspondence for Supervisor's review;

Composes routine correspondence to substitutes under own signature;

Handles all problem cases, irate people, and daily communications with Principals' and Superintendents' in all school districts.

Monitors trends and reports to Supervisor whether or not telephone equipment is sufficient and functioning properly, and whether or not districts need to be contacted due to insufficient approved substitute lists or other problems.

Works with Regional Computer Center to provide input for the Center's future development of comprehensive computer program for substitute registry service.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; accuracy; good judgment; neatness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma and two years clerical experience; or
2. Three years experience as described in (1) above; or
3. An equivalent combination of training and experience as described above.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

NOTE: This specification for Board of Cooperative Educational Service only.

APPROVED: August 24, 1987

CIVIL SERVICE CLASSIFIED: Competitive