



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **CLERK**
Jurisdictional Class: Competitive (Part-Time is non-competitive)
Civil Division: All Civil Divisions
Adoption: CSM
Revised: CSM 11/01/75, 2/11/98, 8/08/01, 4/13/05, 3/12/08

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry-level position involving the performance of a variety of systemized clerical tasks. Incumbent performs routine clerical work and or assists in performing more difficult and responsible clerical work. 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 rather definitely fixed, employees must exercise independent judgment 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. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Sorts, indexes, and files mail, bills, requisitions, ledger cards, books, and other material;
Pulls material from files, makes simple file searches, and maintains charge-out records;
Issues and records applications, licenses, and permits;
Collects fees and accounts for monies received;
Checks reports and records for clerical accuracy, completeness, and proper extension;
May create and maintains time records and payroll data, public relations information, computer files, and schedules;
Operates copier, simple computing, and other office machines;
Makes entries on control cards; or in ledger from original sources;
Makes arithmetical computations and compiles simple statistical reports;
Uses a data-entry terminal keyboard or microcomputer to enter and retrieve data from computer files;
Codes various transactions for computer input from source documents per established coding system;
Compares computer printouts with other records for discrepancies;
Checks source documents to identify cause of error and notes appropriate corrective action for supervisor;
Files correspondence, memoranda, reports, and other materials;
Answers questions from the public on the phone and while performing work at a counter or information station;
Greets and receives visitors, directs them to desired office or location, provides requested information or makes appropriate referrals to staff members;
Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages;
May inspect returned materials for damage and repair them if needed;
May supervise computer usage by youths;
May check out library materials to patrons and check in returning materials;
Performs related tasks as required or assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, and equipment;
Working knowledge of business arithmetic and English;
Ability to understand and follow oral and written instructions;
Ability to get along well with others;
Ability to write legibly;
Clerical aptitude;
Neatness;
Accuracy;
Tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school (or higher level) or possession of a high school equivalency diploma.