

PRINCIPAL CLERK

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class are responsible for the performance of difficult or complex clerical operations as well as administrative support services. The work is performed under general supervision and may require supervision over subordinate clerical employees.

TYPICAL WORK ACTIVITIES:

1. Participates in the maintenance and auditing of payroll and other financial records and accounts;
2. Prepares reports, work sheets, accounts and monies for deposits;
3. Maintains calendars, prioritizes mail and responds to inquiries;
4. Maintains records of departmental equipment,
5. Conducts inventories, maintains a record of supplies and re-orders as needed;
6. Assists in the preparation of department budgets;
7. Maintains, updates and creates various computerized records;
8. May supervise subordinate clerical employees;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of office terminology, procedures, routines and equipment; good knowledge of business arithmetic and English; ability to specialize in the use of office automation equipment and act as a resource to others; ability to carry out complex oral and written directions; clerical aptitude; mental alertness; good judgment; tact; courtesy; physical condition commensurate with the demands of the position. Personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) High school graduation and three years of progressively responsible clerical experience;
- OR: (B) Successful completion of three years of study (90 credits) at a regionally accredited or New York State recognized college or university;
- OR: (C) An equivalent combination of the training and experience indicated in (A) and (B) above.

CL1405

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