

Village of Skaneateles

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Mary Sennett, Mayor

Gregg Eriksen, Trustee

Ed Evans, Trustee

Tara Lynn, Trustee

Kathleen Zapata, Trustee

Jordan R. Pavlus, Village Attorney

Laurie Walter, Village Administrator/Clerk

CLERK II

00110

Please note, this is based on the general job specification as defined on the Onondaga County personnel page. We are a Village so the school duties listed on the County page will not apply.

Competitive

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for performing difficult and responsible clerical duties. Under general supervision, performs advanced clerical work. Employees may plan, assign and review work of a number of subordinate clerical workers engaged in clerical activities or do the more advanced clerical work requiring the application of varied and involved procedures and the frequent use of a higher degree of independent judgment. Important departures from standard practices and procedures are referred to a superior for final decision. Work is usually reviewed upon completion for achievement of desired result. Incumbents may be required to successfully pass a background check. Does related work as required.

TYPICAL WORK ACTIVITIES

- Checks accuracy and completeness of documents and application forms presented for filing, recording or other administrative action; assigns numbers to incoming applications, issues licenses and permits of various kinds.
- Receives and examines legal instruments such as liens, mortgages and business certificates for compliance with pertinent statutory requirements, records, indexes and files documents.
- Examines payment of claims of vendors for accuracy, checks contract claims relating to road construction, sewers and buildings.
- Posts invoices, vouchers and other accounting and cost data according to prescribed or standard classification.
- Checks and prepares bills for payment; makes out payment orders.
- Responds to inquiries from other units, agencies and the public concerning the operations of the unit or program area.
- Provides excellent customer service by phone, email, mail, in person, or by other means to all constituents, internal and external.
- May edit, review and correct data processing information by comparing computer printouts with source documents and other records.
- May occasionally type a variety of routine forms reports or related documents.
- Prepares requisitions; receives and distributes supplies; keep perpetual inventory and consumption records.
- May operate office machines.

- May supervise subordinate employees in performance of simple clerical duties such as posting, filing, typing or mailing; trains newly appointed employees
- May use a personal computer for data entering or obtaining information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Good knowledge of general office terminology, procedures, equipment and clerical techniques.
- Good knowledge of business English, spelling and arithmetic.
- Ability to understand and carry out complex oral and written instructions.
- Ability to make minor decisions in accordance with laws and regulations and to apply these to work problems.
- Ability to make arithmetic computations accurately and with reasonable speed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Ability to use common office equipment including equipment having alpha- numeric keyboards, photocopiers and personal computers.
- Ability to establish effective working relationships with co-workers, superiors and the public.
- Ability to assign, supervise and review the work of a small group of clerical employees in a manner conducive to full performance a high morale.

MINIMUM QUALIFICATIONS

Promotion:

One (1) year of permanent competitive class status as a Clerk I, Typist I, Stenographer I, Account Clerk I, Library Clerk I, Data Entry Equipment Operator, WIC Assistant, WIC Assistant (Spanish Speaking), Public Health Assistant or Training Unit Assistant.

Open-Competitive:

Two (2) years of clerical work experience which involved the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures.

NOTE: Post secondary education in a regionally accredited or New York State registered educational institution with a concentration in secretarial science may be substituted for the above described experience on a year-for-year basis.