

Town of Hopewell vacancy-3 days per week
Salary: \$27/hr.

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

SENIOR CLERK

MINIMUM QUALIFICATIONS: Either:

1. Possession of an Associate's degree, or higher; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years full-time paid, or its part-time equivalent, experience providing clerical office support.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This is moderately complex and varied clerical work requiring a general understanding of laws, administrative rules, procedures, and policies appropriate for the Appointing Authority. 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. Oversight of the work performed by lower-level employees may be assigned to a Senior Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains detailed records necessary to the on-going office functions;
Collects and compiles statistics and other related information;
Processes, checks, codes, and files requisitions, claims, vouchers, bills, and receipts;
Answers difficult inquiries from applicants, clients or other interested parties on laws, rules or procedures administered by the agency or department;
Contacts officials, physicians, vendors, or other interested parties to obtain detailed information concerning eligibility;
Makes initial determinations of eligibility for programs, benefits or positions based upon predetermined criteria;
Evaluates and processes official documents of a routine nature such as purchasing requisitions, applications for services or employment;
Prepares and maintains a variety of detailed records in a file system;
Prepares reports which may be of a confidential nature;
Prepares routine correspondence on matters where policies and procedures are well defined;
Checks reports, records and other official documents for clerical and overall accuracy, completeness, and proper extension;
Collects fees and accounts for moneys received;
Issues and records applications, licenses and permits;
Processes, sorts, indexes, records, and files a variety of control records and reports;
May operate a personal computer terminal or similar equipment using a variety of software applications in performing duties;
May assign work, review and record work done, and instruct new employees in specialized clerical work of a unit;
May participate in on-the-job training for lower-level employees;

Sets up time schedules and is responsible for policy adherence in a unit.

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SENIOR CLERK

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough 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; ability to use a personal computer with moderate proficiency and to learn appropriate software applications; clerical aptitude; mental alertness; accuracy; good judgment; neatness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

APPROVED: OCTOBER 2, 1996

REVISED: 1/12/19; 5/28/21; 9/7/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE