

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ASSOCIATE CLERK **GRADE:** 8

TITLE ABBREVIATION: ASSOCIATE CLERK **TITLE NO.:** 6111

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: VARIOUS **DIVISION:**

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the coordination and performance of administrative clerical tasks involving independent analysis and decision making. This class differs from that of a Principal Clerk by virtue of the complexity of work being performed and the increased level of responsibilities. Work is performed under general supervision with leeway to exercise independent judgment in carrying out the details of the work. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Researches and answers questions from the general public and other County departments regarding policies and/or programs of the department to which assigned;

Answers telephones, screens calls, and makes referrals to proper person or agency;

Compiles, prepares and analyzes a variety of reports, certifications, documents, logs, and statistics;

Maintains and updates public records;

Accepts payments, issues receipts and certifications, computes interest or penalties;

Composes and prepares correspondence applying knowledge of departmental operations and regulations;

Operates office equipment such as keyboards, calculators, copy machines, computers and peripheral equipment;

Operates computer systems and applications such as spreadsheets, word processing, calendar, e-mail or other database software in performing work assignments;

May assist in recruitment, orientation and scheduling of staff;

May prepare calendar of events and schedule daily activity for department or unit;

May prepare and assemble consultant contracts and/or check for accuracy and completeness;

May lead and direct the work of subordinate clerical staff and instruct new employees in the specialized work of a unit;

May interview, screen applicants and/or determine eligibility for County programs;

May maintain inventory, order supplies, and perform related purchasing functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of rules, policies and regulations of agency to which assigned; thorough knowledge of record keeping techniques; good knowledge of office terminology, procedures and equipment; good knowledge of English and business math; skill in operating computer/word processing equipment; ability to express ideas both orally and in writing; ability to follow oral and written instructions; ability to establish good working relationships; ability to lead and direct the work of others; clerical aptitude; accuracy; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of 60 credit hours; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years total combined work experience (work experience may include combined part-time employment); OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Computer literacy will be evaluated during the probationary period.

NOTE: Your degree or credits 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 or credits were 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