

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PRINCIPAL CLERK **GRADE:** 7

TITLE ABBREVIATION: PRINCIPAL CLERK **TITLE NO.:** 6507

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 technical clerical tasks according to prescribed policies and procedures. This class differs from that of a Senior 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 judgement 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 the 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 certificates, computes interest or penalties;

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

May assist in recruitment, orientation and scheduling of staff;

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

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 30 credit hours; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and one (1) year total combined work experience (work experience may include combined part-time employment).

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

REVISED: 01/02/23 dmc