

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: RECORDS CLERK (BOCES)

TITLE #: 1511

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the maintenance of records for Job Training Partnership Act (JTPA) clients at Orange-Ulster BOCES. The incumbent is involved in public contact with JTPA clients, outside agencies and the general public. Work is performed under general supervision in accordance with established policies and procedures with leeway for exercising independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains all records of JTPA clients;

Maintains attendance records for continuing education students;

Initiates telephone calls with regard to issues pertaining to JTPA and continuing education clients' intake, eligibility, progress reports, records, placement and follow-up;

Files forms and correspondence dealing with the general operation of the JTPA program;

Maintains filing system for JTPA program;

Modifies the daily schedule at the request of the Director to accommodate space and program requirements;

Arranges for availability of materials and equipment for instructors;

Acts as a receptionist, greeting and directing visitors, staff and students;

Answers telephones, taking messages and directing and redirecting calls to the appropriate individuals;

Coordinate activities of administration and staff with regard to appointments, availability, due dates, etc.;

Maintains petty cash account;

Verifies student attendance with outside agencies such as DSS, Probation;

Operates a keyboard and/or typewriter to perform typing tasks which do not require a certified typist;

Maintains budget and client records on microcomputer systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written instructions; ability to communicate with the JTPA client population; ability to maintain accurate records; clerical aptitude; computer literacy; tact and courtesy, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience in an adult education program which involved public contact.

JURISDICTIONAL CLASS: Competitive

ADOPTED: 4/15/92

REVISED: 7/21/92