

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

**CLASS TITLE:** SENIOR CLERK (KIRYAS JOEL)

**TITLE #:** 1802

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the performance of varied or unrelated clerical tasks of a moderately difficult nature requiring a general understanding of specific policies and procedures. Independent judgment may be exercised; unusual problems or situations are referred to a supervisor before action is taken. Immediate supervision may be exercised over the work of one or more clerical staff. Incumbents in this class must be fluent in both English and conversational Yiddish in order to provide assistance to Yiddish speaking clients or the general public. This class differs from that of Clerk (Kiryas Joel) in the degree of difficulty of the work being performed and/or the addition of supervisory responsibilities. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Oversees Housing Authority portability cases and prepares appropriate billing in accordance with federal and state regulations;

Oversees payments to Section 8 landlords and collects rents from public housing clients;

Processes passport applications and collects fees in accordance with federal regulations;

Checks reports and records for clerical accuracy and completeness;

Compiles, processes, indexes, records and files a variety of records and reports;

Attends to routine correspondence on matters where policies and procedures are well defined;

Issues and records licenses, permits and applications;

Answers telephones, screens calls, gives out general information and makes referrals to proper person or agency; operates a keyboard and makes entries into computerized information/word processing systems;

Speaks English or Yiddish to communicate with clients or the general public.

**REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of policies and procedures of department to which assigned; good knowledge of general office terminology, procedures and equipment; good knowledge of English and business math; good knowledge of record keeping techniques; skill in operating computer/word processing equipment; ability to demonstrate a working proficiency in Yiddish; ability to understand and carry out oral and written directions; ability to get along with others; clerical aptitude; accuracy; neatness; tact and courtesy; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one (1) year of office clerical experience.

**NOTE:** Work experience as described above may be substituted for formal education a year for year basis.

**SPECIAL REQUIREMENT:** Proficiency in the Yiddish language will be evaluated during the probation period.

**JURISDICTIONAL CLASSIFICATION:** Competitive; \*Pending NYS Civil Service Approval as Non-Competitive when Part Time

Revised: 7/6/11 dr