

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

CLASS TITLE: SENIOR CLERK

TITLE #: 1581

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the performance of varied clerical tasks of a moderately difficult nature requiring a general understanding of specific policies and procedures. This class differs from that of Clerk by virtue of the degree of difficulty 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. Unusual problems or situations are referred to a supervisor before action is taken. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns work, reviews and records work done, and instructs new employees in specialized work of a unit;

Checks reports and records for clerical accuracy and completeness;

Processes and files requisitions, vouchers, bills and receipts;

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;

Collects fees and accounts for monies received;

Maintains personnel and payroll records;

Answers telephones, screens calls, gives out general information and makes referrals to proper person or agency;

May operate a keyboard and make entries into computerized information/word processing systems;

May relieve on switchboard.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of policies and procedures of agency to which assigned; good 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 understand and carry out oral and written directions; 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 QUALIFICATION: Graduation from high school or the possession of a high school equivalency diploma and one (1) year of office clerical experience which shall have included the use of computer/keyboarding equipment.

NOTE: When assigned to the Town of Monroe, may assist with the collection and processing of water meter data.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: Unknown

REVISED: 05/22/01 ms

REVISED: 09/15/05 ag

REVISED: 03/07/11 dr