

GENESEE COUNTY

PRINCIPAL CLERK (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving responsibility for independently performing varied and complex clerical tasks requiring a thorough understanding of specific laws, rules, regulations and procedures. An employee in this class has wide leeway for the exercise of independent judgment in carrying out tasks, and works under general supervision. Difficult technical or policy problems are referred to a supervisor for decision, or for a review of recommended action. Supervision may be exercised over a small number of clerical assistants. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Acts as secretary to an Administrator;
Maintains complex indexing, coding and filing systems;
Maintains complex activity control records, schedules work loads and flow, and coordinates the work with that of other units;
Assists superiors in the preparation of budget information, collection of data, compiling statistics, and solution of personnel problems;
Revises and develops improved work procedures and methods, and implements those approved by superiors;
Plans, assigns and reviews clerical work, and may instruct employees in the details of specialized tasks;
Supervises and participates in the maintenance of routine financial and other control records not requiring specialized account-keeping training;
May act as liaison between other agencies and the department;
Answers correspondence not involving policy decisions, and supervises the preparation of other correspondence;
Assembles material for, and prepares, regular and supplemental calendars;
Operates duplicating, photo-copy, and other office machines including computers;
Prepares a variety of reports in accordance with established procedures.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; working knowledge of office machines including computers; thorough knowledge of the policies, laws and regulations relating to the program of the particular agency and ability to apply it to recurring work problems; ability to plan, assign and supervise the work of clerical assistants; ability to understand and carry out complex oral and written directions; ability to type within acceptable speed, neatness, and accuracy parameters; ability
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to prepare correspondence and reports; ability to deal effectively with the public; initiative and resourcefulness; tact and courtesy; integrity; good judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education.
AND five (5) years of responsible clerical experience,

OR:

- B. Possession of an Associate's degree with specialization in business courses, AND three (3) years of experience as defined by the limits of (A) above,

OR:

- C. Any combination of training and experience as defined by the limits of (A) or (B) above.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

NOTE: Your degree 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 was 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 fee.

Non-competitive

Adopted 6/21/24-12/31/24