

CLERK

Department: Various
Classification: Competitive
Adopted:
Revised: 01/15/75; 07/01/85; 7/07/97
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing routine clerical duties of average difficulty. Work is routine following standard procedures but with responsibility for the exercise of some independent judgment, or the work is more varied but with less consequence of error. The work involves responsibility for accurate performance of a limited variety of non-supervisory clerical duties. Much of the work follows a recurring pattern which requires detailed instruction on first contacts but which can be performed independently after completion of the learning period. Since this is an entrance position, employees should be alert and demonstrate a willingness to prepare themselves for efficient and complete assumption of their regular duties. A clerk ordinarily works in an office with one or more clerical employees of higher grade, who are available for advice on new or unusual assignments and frequently exercise supervision over the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Prepares routine reports from already assembled material;
- Sorts, indexes and files material alphabetically and numerically;
- Occasionally acts as a receptionist and/or switchboard operator;
- Procures, distributes and maintains stock of office supplies;
- Posts information to various types of records according to standard procedures;
- Computes and checks extensions on forms, compares forms for consistency, checks internal consistency of forms and numbers, stamps documents;
- Operates various office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; knowledge of business arithmetic and English; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; knowledge of typing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

Dear Applicant:

The Elmira City School District is pleased to acknowledge your interest in our District. Before you may be considered for employment, your application file must be complete. A complete file includes the following:

1. Completed Civil Service Application
2. Letter of interest and an updated resume
3. Three written and signed current letters of reference, not more than three years old. The references may include one personal reference but at least two professional references must be submitted.
4. Copy of your high school diploma/transcripts or GED
5. If you are applying for a position that requires a professional license, first aid and CPR, these must be provided at the time of application.

When all of these pieces of information are on file in the Personnel Office, your application will be considered complete. Application materials are kept in our active file for a period of one year.

If you have any questions or concerns, please contact the Personnel Office at (607) 735-3020. Thank you for your interest in the Elmira City School District.

Sincerely yours,

Diane K. Spotts
Director of Human Resources
& Employee Relations

DKS/ljd

FINGERPRINT FEE NOTICE

To the Prospective Employee:

New York State requires fingerprinting of all school district employees, which currently costs \$94.25.

It is the responsibility of the employee to pay this fee, and it should be paid at the time of hire using a Visa, MasterCard or debit card. If the prospective employee does not have a credit/debit card, prepaid cards may be purchased at most local grocery stores or pharmacies. Please make sure your card is activated prior to your fingerprinting appointment with our district's Human Resource Department.

If you have any questions or concerns regarding this payment of the fingerprinting fee, please contact the Human Resources director at 607-735-3038.