

PLEASE POST

#2025-57

JOB OPENING

TITLE: SENIOR CLERK
Competitive/Permanent

DEPARTMENT: Council Office

ANNUAL SALARY: \$45,000 - \$55,000

SHIFT: 9:00 am - 4:30 pm, Monday through Friday

DATE: April 2, 2025

GENERAL STATEMENT OF DUTIES

The work involves the performance of a variety of clerical duties of average difficulty. The incumbent examines and verifies records, compiles reports, maintains files, posts, performs simple mathematical computations, maintains payroll and attendance records and acts as a receptionist. Work is performed under the supervision of a higher-ranking employee, with leeway allowed for the exercise of some independent judgment. Supervision may be exercised over lower-level clerical personnel.

TYPICAL WORK ACTIVITIES

May occasionally operate a keyboard to transcribe data to a computer;
Prepares client records;
Acts as receptionist, directing callers, securing form data required such as medical histories, making appointments;
Verifies payments and receipts with records, inventories and compiles report data from office records;
Sorts, distributes, codes and files department records and correspondence;
Answers telephone and gives out information from office records;
Searches files;
Maintains file and record controls;
Posts to and keeps legal and like files and records;
Computes prices and extensions on bills and receipts;
Maintains payroll, attendance and other personnel records for department;
Maintains office supplies, supply inventory records, prepares discrepancy reports;
Collects and verifies readily obtainable statistical data;
Examines maps to determine location and other data.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of functions and organizations of agency to which assigned; ability to compile routine data and to prepare reports; ability to supervise the work of clerical personnel; ability to understand and follow difficult oral and written instructions; dependability; clerical aptitude.

MINIMUM QUALIFICATIONS

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

PLEASE SUBMIT AN ORIGINAL JOB APPLICATION TO THE PERSONNEL OFFICE AND A COPY TO THE COUNCIL OFFICE.