

GENESEE COUNTY

SENIOR CLERK (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the independent performance of standard clerical tasks and the use of computer software to enter and retrieve information. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. The work is performed under general supervision and an incumbent may train lower level clerical workers. The work of this class differs from that of Clerk by the complexity of work assignments and the independence of action. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;
Reviews documents for accuracy, completeness, processes and conformity with established procedures and makes appropriate determinations;
Contacts by telephone and correspondence clients, vendors, and/or physician's offices to obtain additional information, schedule appointments, and coordinate transportation and staff;
Maintains and logs payroll information and data;
Oversee lower level clerical workers; assist with ensuring unit continuity and coordinate unit coverage.
Sorts, indexes and files mail, reports, and other material;
Pulls material from files, makes file searches;
Check reports and records for clerical accuracy, completeness and proper extension;
Makes arithmetical computations and compiles simple statistical reports;
Maintains and makes entries on a variety of control and record cards from original sources;
Answers telephone and takes messages or provides callers with general information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern office terminology, procedures, equipment and business English; good knowledge of the principles and practices of computerized records maintenance; good knowledge of modern methods used in record keeping; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complicated oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and concentration; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: One (1) year of full-time, permanent clerical experience.

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

Non-Competitive Class

Adopted 11/27/24