

Civil Division: All Civil Divisions
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 10/14/08

PRINCIPAL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is higher level clerical work involving responsibility for the frequent exercise of independent judgment in planning and managing complex clerical activities. The incumbent plans, assigns, reviews and supervises the clerical work of a large or complex unit and independently performs the more difficult clerical functions. The work is performed in accordance with general instructions regarding objectives, policies and procedures. The incumbent works under general supervision. Difficult technical or policy problems are referred to a supervisor for decision or review. Supervision is exercised over the work of subordinate clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, assigns, and reviews clerical work and instructs employees in the details of specialized clerical work;
Revises and develops improved work procedures and methods and installs those approved by superiors;
Receives and reviews complaints and assigns necessary follow-up action;
Assists superiors in the preparation of budget information, collection of data, compiling of statistics, and solution of personnel problems.
Maintains complex activity control records, schedules work loads and flow, and coordinates the work with that of other units;
Maintains complex indexing, coding and filing systems;
Supervises and participates in the maintenance of routine financial and stock control records not requiring specialized account keeping training;
Prepares correspondence, reports, and other required records.

Note: Madison-Oneida BOCES, Regional Information Center may require travel to Madison, Oneida, Herkimer, Jefferson and Lewis Counties.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of policies, laws and regulations relating to the program of the particular agency; working knowledge of modern office machines; ability to plan, assign and supervise the work of clerical assistants; ability to understand and carry out complex oral and written directions; ability to prepare correspondence and reports; ability to deal effectively with the public; good judgment in solving complex clerical problems; initiative and resourcefulness.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science, word processing, office technologies, office management, or a closely related field and two (2) years of clerical experience; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical experience; **OR**
- (C) Six (6) years of clerical experience.

NOTE: Verifiable part-time clerical experience will be pro-rated toward meeting full-time experience requirements.

FOR DEPARTMENT OF MOTOR VEHICLES ONLY:

SPECIAL REQUIREMENTS: Prior to appointment, the Department of Motor Vehicles will perform both **citizenship verifications** and **criminal history checks** for DMV employees per compliance with Section 7209 of the Intelligence Reform and Terrorism Prevention Act of Two Thousand Four, Public Law 108-458, and procedures promulgated thereto by the Department of Homeland Security for issuance of Enhanced Drivers Licenses (EDLs) or identification cards.

Adopted: 08/22/79

Revised: 02/08/91, 05/28/93, 11/01/95, 09/09/97, 02/06/01, 06/23/05, 10/03/07, 10/14/08

Title in Promotional Series: Clerk, Senior Clerk, Principal Clerk