

TOWN OF CLAY

JOB POSTING

JOB FUNCTION: This position will be based out of the Justice Department and report to the two (2) Judges. Will perform various office functions as directed, providing clerical support activities relating to the administration of legal process and procedures. Exercises independent judgment regarding completion of his/her duties. Does related work as required including front counter duties, phones, filing, and computer input.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Checks accuracy and completeness of documents and application forms presented for filing, recording or other administrative action; assigns numbers to incoming applications, issues licenses and permits of various kinds.
- Receives and examines legal instruments such as liens, mortgages and business certificates for compliance with pertinent statutory requirements, records, indexes and files documents.
- Posts invoices, vouchers and other accounting and cost data according to prescribed or standard classification.
- Checks and prepares bills for payment; makes out payment orders.
- Responds to inquiries, agencies and the public concerning the operations of the unit or program area.
- May occasionally type a variety of routine forms reports or related documents.
- Prepares requisitions; receives and distributes supplies; keep perpetual inventory and consumption records.
- May supervise subordinate employees in performance of simple clerical duties such as posting, filing, typing or mailing; trains newly appointed employees
- May use a personal computer for data entering or obtaining information.

EDUCATION and/or EXPERIENCE: One (1) year of permanent competitive class status as a Clerk I, Typist I, Stenographer I, Account Clerk I, Library Clerk I, Data Entry Equipment Operator, WIC Assistant, WIC Assistant (Spanish Speaking), Public Health Assistant or Training Unit Assistant.

Open-Competitive: Two (2) years of clerical work experience which involved the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures.

NOTE: Post secondary education in a regionally accredited or New York State registered educational institution with a concentration in secretarial science may be substituted for the above-described experience on a year-for-year basis.

If you feel you meet the above requirements and wish to be considered for this position, please submit your written request with qualifications to hrmanager@townofclayny.gov.