

## PRINCIPAL CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class supervise and perform complex clerical operations. The incumbent is responsible for the supervision of subordinates and the development and implementation of clerical systems affecting agency operations. This position differs from that of a Senior Clerk by virtue of the complexity of duties performed, the broader scope of responsibility, and the judgement allowed in determining processes. The work is performed under the general direction of a higher level employee, with leeway allowed in planning, scheduling and carrying out assignments. Supervision is exercised over a small number of clerical employees. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Plans, coordinates, assigns and reviews the work of clerical assistants in the collection of data and preparation of statistical reports, billing processes and reception duties;  
Maintains employee time records and prepares payroll data for staff;  
Schedules and prepares reports of agency or department activities;  
Coordinates work activities and arranges vacation schedules;  
Designs and reviews office procedures and instructs employees in their proper operation;  
Maintains, controls and balances accounts;  
Reviews completed work to establish validity and accuracy of clerical procedures;  
Prepares correspondence independently and composes letters for official signature;  
Processes claims for reimbursement by preparing claims vouchers and notifying the appropriate sources;  
Monitors the budget by recording expenditures and encumbrances, establishing account balances and making necessary corrections with the appropriate fiscal officers.

### 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 the policies, laws and regulations relating to the program of the particular agency;  
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer;  
Ability to perform close detail work requiring considerable visual effort and strain;  
Ability to plan, assign and supervise the work of clerical assistants;

**PRINCIPAL CLERK--contd.**

**2**

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 judgement in solving complex clerical problems;

Resourcefulness;

Courtesy;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in secretarial science or closely related field and two years of clerical experience; OR

B) Four years of clerical experience; OR

C) An equivalent combination of training and experience as defined in A) and B) above.