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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PRINCIPAL CLERK
Code: 010052 ACM
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Competitive

GENERAL STATEMENT OF DUTIES

Performs, independently, difficult and responsible clerical functions of a varied nature and may supervise a unit of subordinate employees; performs related duties as required.

COMPLEXITY OF DUTIES

Under supervision, employees in this class carry out independently the involved routine associated with a specialized unit or with a unit with six or more subordinate clerical assistants.

TYPICAL DUTIES

1. Makes appointments for superiors and generally relieves them of office routines.
2. Supervises such functions as examination of documents and application forms for accuracy and completeness when presented for filing, recording or other administrative action.
3. Refers children requiring specialized help to appropriate school service such as Counsellor, Nurse, Psychologist, etc.
4. Maintains confidential and regular correspondence files.
5. Organizes, assigns and receives work of clerical employees and instructs new staff members in unit and organization objectives.
6. Has responsibility for supervising office staff and procedures, assists in preparation of annual budget and processing of payrolls, and directing clerical detail work relating to personnel, purchasing, mail, correspondence, transportation and census.
7. Performs wide variety of related and special tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of general office terminology, procedures and equipment.
2. Thorough knowledge of business arithmetic and English.
3. Familiarity with the organization functions, policy and regulations of the agency to which assigned.
4. Ability to handle routine office details independently including the composition of important letters and memoranda.
5. Ability to plan and supervise the work of others.
6. Ability to understand and carry out complex oral and written directions.
7. Tact and courtesy in dealing with others.
8. Special ability to meet and deal with the public.
9. Initiative and resourcefulness in the solution of complex clerical problems.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school

and

Five years of office clerical experience of which one must have been in a supervisory position or a position on the senior clerk level.

- NOTE:** 1. Experience, as outlined above, in excess of the five-year requirement may be substituted for high school on a year-for-year basis up to a maximum of two years.
2. College education from a regionally accredited or New York State registered college or university may be substituted for office clerical experience on a year-for-year basis up to a maximum of four years. There is no substitution for the one year of office clerical experience in a supervisory position or a position on the senior clerk level.

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