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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : SENIOR CLERK
Code: 010050 ACK
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Competitive

GENERAL STATEMENT OF DUTIES

Under supervision, performs difficult and responsible clerical duties; may supervise subordinate employees. Does related work as required.

COMPLEXITY OF DUTIES

This is difficult and varied clerical work requiring the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Depending upon the nature of the assignment, work may be done under close or general supervision. Supervision may be exercised over the work of one or more clerical assistants.

TYPICAL DUTIES

1. Keeps difficult, involved and complex office records.
2. Plans, maintains and supervises filing systems for correspondence and records.
3. Answers telephones, gives routine information to public and makes appointments.
4. May operate simple office machines.
5. Composes routine correspondence.
6. Compiles a variety of data and prepares reports.
7. Keeps pupil attendance reports.
8. Maintains school census records.
9. May assign work to, and supervise subordinate clerical personnel.
10. Performs a wide variety of related clerical tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Good knowledge of office terminology, procedures and equipment.
2. Good knowledge of business arithmetic and English.
3. Ability to understand and carry out complex oral and written directions.
4. Ability to meet and deal with the public.
5. Clerical aptitude.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school and two years of office clerical experience.

NOTE: Experience as outlined above in excess of two years may be substituted for high school on a year-for-year basis up to a maximum of two years.

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