

NOTICE OF JOB VACANCY

TITLE: Principal Clerk

DEPARTMENT: DPW/Administrative Office

NUMBER OF VACANCIES: One (1) Provisional

PAY RANGE: Grade 12 \$33,246/yr to \$47,593/yr. (\$18.27 to \$26.15/hr)

ELIGIBILITY: All City Employees Who Meet Minimum Qualifications & Open Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is highly important clerical work involving responsibility for the frequent exercise of independent judgement in the planning and managing complex clerical activities and independently performing the more responsible and complex functions. The work is performed in accordance with general instructions regarding objectives, policies and procedures. Difficult technical or policy problems are referred to a superior for decision or review of judgement if recommendations are made. The Principal Clerk performs related work as required.

TYPICAL WORK ACTIVITIES:

Plans, assigns, reviews and supervises clerical work and instructs employees in the details of specialized work;

Revises and develops improved work procedures and methods and installs those approved by superiors;

Handles complaints, suggests solutions to problems, and refers assignments to the appropriate personnel within the Department;

Prepares various correspondence;

Schedules use of shelters and ball fields;

Assists superiors in the preparation of budget information and processing, collections of data, compiling of statistics and solution of personnel problems;

Maintains complex indexing, coding and filing systems;

Supervises the maintenance of routine financial records not requiring specialized account keeping training;

Prepares a variety of daily, monthly and other reports as required;

Prepares purchase orders and processes same with approval from supervisor;

Tracks and records expenses from various budget lines;

Maintains records and supporting documentation of contractor's liability, workers compensation and disability insurance;

Supervises the preparation and maintenance of the In-Rem list of tax delinquent properties;

Prepares and maintains files of delinquent taxpayers with tax installment agreements and monitors for compliance with terms of agreement;

Maintains records of all tax roll changes and adjustments;

Acts as liaison with other departments to produce timely, updated data required for tax foreclosure proceedings, and/or fire insurance claims;

Performs computer data entry and word processing functions;

Inputs departmental payroll and maintains related records;

Acts as relief Cashier as needed

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Extensive knowledge of office terminology, procedures and methods; thorough knowledge of business arithmetic and English; working knowledge of modern office machines and ability to apply it to recurring work problems; some knowledge of the principals of account keeping; 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 secure the cooperation of others; ability to deal effectively with the public; good judgement in solving complex clerical problems; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER

- (A) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree and three (3) years clerical experience;

OR

- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of clerical experience of which two (2) years shall have involved the performance of difficult and responsible clerical tasks.

NOTE: Additional education in business administration or related field beyond an Associate's Degree may be substituted for experience on a year-for-year basis up to two (2) years only. At least one (1) year of appropriate experience is required.

SUBMISSION OF INFORMATION: SEND APPLICATIONS AND RESUMES TO: Human Resources, Room 17 Attn: Karen Bush

THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS FROM DECEMBER 10, 2021 THROUGH DECEMBER 27, 2021