

## **ULSTER COUNTY CIVIL SERVICE CLASSIFICATION: CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of routine clerical tasks. The work is carried out in accordance with established procedures and involves entry level office duties which provide support to the function of a municipal department or agency. The class differs from that of Senior Clerk in that Clerk is the entry level of the clerical series whereas Senior Clerk is the second level having greater responsibility. Depending on assignment, work is performed under the general or direct supervision of a higher level employee. Detailed instructions are given for new or difficult assignments. Supervision of others is not normally a responsibility of the class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Sorts, indexes and files mail, bills, requisitions, ledger cards and other material;

- Uses circulation system to check in/out library materials*
- Sorts and shelves books in alphabetic and/or numeric order*
- Shelves returned library materials*
- Reads shelves for accuracy of book order, re-shelving books as needed*

Pulls materials from files and maintains charge-out records;

- Retrieves library materials*
- Assists library patrons in locating materials in the library*
- Assists library patrons in online reference searching*

Answers telephone and gives out routine information;

Collects funds and accounts for monies received;

Makes entries on cards or in ledger from original sources;

- Adds new materials to catalog*
- Makes minor repairs to library materials*

May keep employees time records and prepares payroll;

May act as a receptionist or switchboard operator;

May utilize electronic data processing equipment in the course of carrying out various clerical duties;

- Utilizes circulation system*

*-Helps patrons with basic word processing and Internet computers*  
*-Operates equipment such as photocopy machines and fax machine*

Assists in preparation of routine reports;  
*-Keeps basic statistics*

Makes arithmetic computations;

Performs a variety of related clerical tasks;  
*-May train new staff and volunteers*  
*Cleans tables, and keeps library rooms in order*

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Successful completion of the eighth grade in school; or its equivalent.

ULSTER COUNTY  
1320 CLERK

Revised: July 17, 1990  
Revised: December 22, 1993

NOTE: The italicized text was added by the West Hurley Public Library to identify specific related activities needed by clerks in the library.

**PART-TIME: NONCOMPETITIVE**  
**FULL-TIME: COMPETITIVE**