

PLEASE POST

JOB OPENING

TITLE: ADMINISTRATIVE CLERK (Competitive/Permanent)
DEPARTMENT: Building and Plumbing
SALARY: Pursuant to the TCEA Collective Bargaining Agreement
SHIFT: Monday through Friday, 9:00 am – 4:30 pm
DATE: April 12, 2017

DISTINGUISHING FEATURES OF THE CLASS

The work involves performing advanced and responsible sub-professional level administrative duties in either a large administrative unit or small department of county government. Works under the general supervision of an administrative employee of higher rank. Exercises either partial or full supervision over a number of secretarial, clerical or other sub-professional employees. Work is performed according to established procedures, but exercise of independent judgment and action is required. Does related work as required.

TYPICAL WORK ACTIVITIES

Any incumbent will be assigned all or most of the following activities:

Assists in departmental clerical workload including typing, word processing and filing;
Composes letters to outside agencies, compiles statistics of departmental activities;
Supervises and assists in departmental purchasing activities and supply requisitioning;
Posts receipts, disbursements, appropriate journals and/or files;
Records stock items and expedites emergency orders;
Assists in preparation of departmental and agency budgets, financial reports, state applications;
Maintains records of agency budget and personnel change approvals and administers control records;
Confers with higher ranking employees, often at administrative levels, and participates in discussions about personnel, purchasing and administrative policies and matters;
Maintains liaison between the department or administrative unit and other departmental divisions, other county departments and/or units of government, vendors, contract representatives, etc;
Maintains departmental personnel records and coordinates position control with the Personnel Department.

In addition, depending on organizational structure, an incumbent may be assigned the following and related activities:

Assists in departmental bookkeeping, financial and cost accounting functions;
Assigns and schedules secretarial, stenographic and clerical duties to provide necessary clerical support for professional, administrative and other staff, and performs follow-up activity to insure timely and satisfactory completion of assignments;
Assigns and supervises the typing of reports, lectures, examinations, and notices;
Interviews applicants for employment, arranges physical examinations, fingerprinting and similar personnel duties;

Verifies the time cards and reports for employees;
Maintains files on current employees and vacancies to be filled;
Operates personal computer for word processing, graphics and spreadsheet applications.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of modern methods of maintaining financial accounts and records; working knowledge of sound personnel practices and procedures; ability to plan and supervise the work of others; ability to communicate effectively with lower and higher ranking employees; initiative; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

- a. Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate in Applied Arts (AAA) degree in Business, Accounting, Office Management, Secretarial Science or closely related field, and two (2) years of clerical experience, at least one (1) year of which must have included supervisory responsibilities; OR
- b. Four (4) years of satisfactory business or office experience, at least two (2) years of which was in a clerical position and one (1) year of which must have included supervisory responsibilities; OR
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Accounting, Business Administration, Public Administration or other closely related field may be substituted for all the generalized experience. However, no substitution for the required one (1) year of clerical experience which must include supervisory duties is permissible.

THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Dean Szymkowiak) AND TO THE BUILDING AND PLUMBING DEPARTMENT SUPERVISING CODE ENFORCEMENT OFFICER (Richard Coburn).