

PRINCIPAL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is highly important clerical work involving responsibility for the frequent exercise of independent judgment in 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 supervisor for decision or review of judgment if recommendations are made. Supervision of subordinate employees is very often a function of employees in this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, assigns and reviews clerical work and instructs employees in the details of specialized clerical work;
 Revises and develops improved work procedures and methods and installs those approved by superiors;
 Receives and reviews complaints and assigns necessary follow-up action;
 Assists superiors in the preparation of budget information, collection of data, compiling of statistics, and solution of personnel problems;
 Maintains complex activity control records, schedules work loads and flow and coordinates the work with that of other units;
 Maintains complex indexing, coding and filing systems;
 Supervises and participates in the maintenance of routine financial and stock control records not requiring specialized account keeping training.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of the policies, laws and regulations relating to the program of the particular agency; working knowledge of modern office machines and ability to apply it to recurring work problems; ability to plan, assign and supervise the work of clerical assistants; ability to understand and carry out complex oral and written directions; Thorough knowledge of PC based computer programs including but not limited to word, excel, access; ability to prepare correspondence and reports; ability to deal effectively with the public; good judgment in solving complex clerical problems; initiative and resourcefulness; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS: Graduation from high school and four (4) years of progressively responsible clerical experience.

Amended 7/5/12
 Town of Colonie
 Personnel Officer