

CLERK II (PART-TIME)
CHAUTAUQUA COUNTY OFFICE OF AGING SERVICES
SALARY RANGE: \$19.41 - \$20.70/HOUR NO BENEFITS

The Chautauqua County's Office of Aging Services is currently accepting applications for two (2) Clerk II (Part-Time) positions (one (1) in the Mayville office and one (1) in the Dunkirk Office). Both positions are part-time at 19 hours per week as assigned with no benefits. A Clerk II (Part-Time) involves the responsibility for the performance of standard clerical tasks including the use of a personal computer and other office equipment. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process and involves regular contacts with the general public on routine matters. This position differs from Operations Assistant in that duties of a Clerk II involve less complex operations than an Operations Assistant and tend to be routine in nature. Does related work as required.

Typical Work Activities:

- Receives and organizes work to be processed and recorded;
- Contacts clients, vendors, and/or insurance carriers to obtain additional information or to update information;
- Answer telephone and take messages or provides callers with general information;
- Prepares, stores and retrieves lists and documents;
- Updates and stores department forms on a computer using word processing software;
- Orders office supplies and maintains inventory of supplies and equipment;
- Sorts, date stamps and distributes mail and packages;
- Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;
- Schedules meetings and appointments;
- Operates a variety of office machines and equipment
- Extracts compiles and maintains simple office and database reports;
- May serve as a receptionist and greet clients and/or visitors and provide general information;
- May enter and retrieve information using computer database/spreadsheet software;
- May perform routine keyboarding functions including preparing documents and forms using a typewriter or computer;
- May collect fees and account for monies received;
- May prepare and maintain time records and payroll data.

These positions are being filled from approved applications submitted for this job title.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma **PLUS** six (6) months of clerical experience which shall have involved typing or computer data entry.

Note: Attendance at a recognized business or secretarial school with an emphasis on stenography, typing or computer data entry may be substituted on a month for month basis for experience.