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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email [cchrs@co.chautauqua.ny.us](mailto:cchrs@co.chautauqua.ny.us)  
Phone (716) 753-4237 • Fax (716) 753-4686 • Website [www.co.chautauqua.ny.us](http://www.co.chautauqua.ny.us)

### **CLERK II**

**Temporary Full-Time (Up to 3 Months)  
35 Hrs./Wk. @ \$15.59/Hour  
No Benefits**

Interested candidates **MUST** complete a Chautauqua County Application for Employment and/or Examination available at [www.co.chautauqua.ny.us](http://www.co.chautauqua.ny.us) click on "Employment." Resumes will not be accepted unless accompanied by an original application. Once application is complete, print and send to the Chautauqua County Department of Human Resources office for consideration.

**Only applicants meeting minimum qualifications listed below will be considered for appointment.**

**DESCRIPTION OF POSITION:** The Chautauqua County Department of Health and Human Services is urgently seeking qualified applicants to help with the COVID pandemic in Mayville, NY. As a Clerk II, incumbent will have 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.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS** Working knowledge of modern office terminology, procedures, equipment and business English; working knowledge of the principles and practices of computerized records maintenance; ability to use a typewriter and computer keyboard; ability to perform close, detail work involving considerable visual effort and concentration; ability to understand and follow oral and written instructions; ability to maintain neat and legible records; ability to meet and deal with the public effectively; mental alertness; neat appearance; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and 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.

Equal Opportunity Employer