



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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CLERK II (SPANISH SPEAKING)

Chautauqua County Department of Health and Human Services is actively seeking qualified applicants to fill various Clerk II (Spanish Speaking) positions located throughout Chautauqua County offices (Dunkirk, Jamestown, and Mayville, New York). Clerk II (Spanish Speaking) positions are responsible for performing standard clerical tasks including the use of a personal computer and other office equipment based on the needs of the department.

Positions are full-time, Monday through Friday, 35 hours per week starting at \$16.54/hour. Chautauqua County Government also offers a comprehensive benefit package including Dental, Health, and Vision Insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off, May Qualify for Federal Student Loan Forgiveness Programs, and much more.

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.

Positions are being filled on a provisional basis pending the outcome of a future dated Office Clerk #1377 examination.

Application Process: Interested candidates must register for the Office Clerk (Spanish Speaking) #1377 exam by completing an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and return it with examination fee to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757.

Chautauqua County Government is an Equal Opportunity Employer

CLERK II (SPANISH SPEAKING) JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS: The work involves 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.

When assigned to a School Health Office may perform the additional duties:

Assists the nurse in provision of health services for students including emergency first aid/CPR/AED;

May administer emergency medication and oversee the administration of oral topical medication to self-directed students;

May check for head lice and covering the health office in the absence of the nurse.

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.