

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

ADMINISTRATIVE CLERK

Salary: \$37,939 - \$42,097

Classification: CSEA, Competitive Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance and Dental Insurance

DISTINGUISHING FEATURES OF THE CLASS: This is a moderately difficult clerical position involving the responsibility for the performance of a variety of clerical tasks which require a general understanding of specific laws, organizational rules, procedures, and policies. The exercise of independent judgment is used for routine assignments, which are done in accordance with defined procedures. Detailed instructions are provided for new or unusual assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Sorts, processes, and files mail, bills, requisitions, and other material;
Retrieves material from files, performs file searches, and maintains necessary records;
Checks and reports and records for clerical accuracy;
Answers telephone and provides routine information;
Responsible for preparing vouchers, requisitions, and a variety of reports;
Files and maintains all related records such as payrolls, invoices, vouchers, bills, and correspondence;
Operates copy machine, computer and other related office equipment;
Uses judgment and experience in making decisions in accordance with established policies and procedures;
Schedules and arranges conferences, meetings, special events, etc.;
May assist in setting up and taking down exhibits, displays and similar material;
Assists in the formulation of policies and procedures;
Purchase equipment and supplies;
Requisitions and checks the receipts of supplies and equipment;
Keeps abreast of city, state and other rules, regulations, and policies regarding this department;
Assists in the preparation of budget information, collection of data, and compiling statistics;
Performs a variety of related duties as necessary for the efficient execution of functions of the department.

ENTRY LEVEL KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of the policies, procedures, rules and regulations governing the operation of the agency employed by; working knowledge of business arithmetic and English; ability to prepare and maintain records and reports; ability to establish and maintain effective relationships with employees and department heads; ability to type accurately at a satisfactory rate of speed; ability to understand and follow oral and written directions; mental alertness; good judgement; neatness; accuracy; tact and courtesy. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college with an Associates Degree and one (1) year of administrative or office management experience; OR
- (B) Graduation from High School or a High School Equivalency Diploma and five (5) years of clerical experience.

Applications:

Applications/resumes should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502. Resumes should be submitted by the Civil Service Office.

For more information about this position, please call Section 8 at (315) 792-0199.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Applicants must be residents of the City of Utica.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.