

## CITY OF UTICA

# NOTICE OF VACANCY

### THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

## ADMINISTRATIVE CLERK

**Salary:** \$40,250 - \$44,659

**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:** (Illustrative only)

Sorts, processes, and files mail, bills, requisitions, and other material;  
Retrieves material from files, performs file searches, and maintains necessary records;  
Check 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;  
Purchases 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 one (1) year of clerical experience.

**Applications:**

Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

*For more information about this position, please call the Commissioner of Urban and Economic Development at (315) 792-0185.*

*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.