

## Clerk II

The Department of Water Environment Protection (WEP) provides critical wastewater services to Onondaga County's Consolidated Sewer District. We are successful in our mission to protect local waterways and public health because of our hard-working employees. WEP is looking for communicative, critical thinkers to join our team.

### WHY YOU?

WEP is continuously looking for motivated and dedicated employees to be a part of our cohesive and diverse team! If you have clerical work experience and knowledge of general office terminology, procedures, equipment, and clerical techniques and meet the minimum qualifications noted below, we encourage you to apply.

### WHAT EXACTLY DOES A CLERK II DO?

The primary function is to perform a variety of advanced clerical duties. This is an important role at WEP, and additional responsibilities will include, but are not limited to:

- ❖ Checks accuracy and completeness of documents and application forms presented for filing, recording or other administrative action; assigns numbers to incoming applications, issues licenses and permits of various kinds.
- ❖ Examines payment of claims of vendors for accuracy, checks contract claims relating to road construction, sewers and buildings.
- ❖ Posts invoices, vouchers and other accounting and cost data according to prescribed or standard classification.
- ❖ Checks and prepares bills for payment; makes out payment orders.
- ❖ Responds to inquiries from other units, agencies and the public concerning the operations of the unit or program area.
- ❖ May occasionally type a variety of routine forms reports or related documents.
- ❖ Prepares requisitions; receives and distributes supplies; keep perpetual inventory and consumption records.
- ❖ May operate office machines.

**MINIMUM QUALIFICATIONS:** Promotion: One (1) year of permanent competitive class status as a Clerk I, Typist I, Stenographer I, Account Clerk I, Library Clerk I, Data Entry Equipment Operator, WIC Assistant, WIC Assistant (Spanish Speaking), Public Health Assistant or Training Unit Assistant. Open Competitive: Two (2) years of clerical work experience which involved the performance of routine office tasks, such as keeping of records and accounts, correspondence, recording/entering (keying) and retrieving data and/or information, in accordance with prescribed procedures. Note: Post secondary education in a regionally accredited or New York State registered educational institution with a concentration in secretarial science may be substitutes for the above-described experience on a year-for-year basis.

### CAREER ADVANCEMENT OPPORTUNITIES



### ANNUAL SALARY

**\$41,283-\$45,318**

### CIVIL SERVICE GRADE

**CSEA / 5**

### POSITION TYPE

**Provisional**

*Candidate will initially be provisional and must take the corresponding Civil Service exam, scheduled at a later date, and place high enough on the list to qualify for appointment.*

**Full Time**

**35 hours/week**

### WEP DIVISION

**Administration**

### BENEFITS

**Paid Vacation & Sick Leave**

**13 Paid Holidays**

**Health & Dental Insurance**

**Vision Plan**

**NYS Retirement Benefits &**

**Retiree Healthcare**

**Flex Spending**

**Work-Life Balance**

**Professional Development**

**Opportunities**

**MORE ONLINE AT:  
[ONGOV.NET/EBENEFITS](http://ONGOV.NET/EBENEFITS)**



WEPRcruiting@ongov.net  
**ongov.net/WEP**

Onondaga County is an Affirmative Action (AA) employer committed to Equal Employment Opportunities (EEO) for all persons.