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# Example of Clerk, Senior Job Description

Our company is looking to fill the role of clerk, senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clerk, senior

* Performs work as requested by supervisor
* Scheduling appointments for current and potential clients
* Providing clients with correct forms, including instructions for completion
* Collecting and entering demographic data and medical histories into computer system
* Ensuring accurate completion and timely submission of required administrative reports
* Contacting computer system managers to troubleshoot problems and to get local terminals and peripherals repaired and online in a timely manner
* Attending meetings, contacting vendors/providers, traveling to other clinics or offices, and performing other duties as assigned by supervisor
* Processing all types of employee pay transactions and deductions including maintenance, review, coding, entering balancing of the data
* Contact with many departments (primarily HR and Benefits) daily to obtain employee data, resolve issues and provide guidance on all payroll processing issues
* Transmitting of pay data to management and third parties

## Qualifications for clerk, senior

* Vocational/technical training in the area of secretarial science or office/business studies can substitute at the rate of 720 classroom hours for each year of the required work experience
* A Valid Florida driver’s license and access to reliable transportation
* Selected immunizations are a required prerequisite for this position (MMWR Vol
* Prior work experience must include general office skills and strong customer service skills
* Exposure to SAP, processing payments, processing invoices, or customer billing is highly preferred
* Requires a person with strong communications skills & the ability to communicate effectively with 3rd party clients as well business associates