

TITLE: ADMINISTRATIVE CLERK

CODE: 11205

GENERAL DESCRIPTION:

This is highly responsible specialized clerical work at the advanced level involving the carrying out of complex sets of administrative procedures.

Work involves responsibility for accurate handling of the full range of administrative procedures. Duties include processing complete administrative procedures, typing, filing, and preparing correspondence and documents. This position also has the responsibility for making difficult clerical decisions in accordance with established procedures. This work requires that the employee have considerable knowledge, skill and ability in administrative support work.

SUPERVISION RECEIVED:

Works under the general supervision of supervisory or other higher level staff.

EXAMPLES OF DUTIES:

Processes forms and documents within generally established procedures. Checks for adherence to requirements and accepted administrative practice. Prepares materials for meetings and legal requirements.

Types or word processes correspondence, index cards, information on forms, documents, reports, and statistics from copy, rough draft or own compiled information. Operates computer terminal or personal computer to create and retrieve data and produce documents, as assigned.

Sets up and maintains files and filing systems. Files documents.

Answers telephone and directs callers, takes messages or answers procedural questions. Screens, greets, directs and announces visitors.

Performs wide range of posting, tabulation and calculating. Maintains complex records and accounts manually and by computer.

Maintains event calendars and calendars or logs of own tasks. Schedules routine and special meetings. Attends meetings and takes and transcribes notes of proceedings, as assigned.

Composes routine and specialized correspondence and documents from notes, verbal instructions or standard text.

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May oversee lower level clerical classifications, as assigned.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of general office procedures.

Considerable knowledge of the operations of standard office machines and a computer terminal and personal computer, as required.

Considerable knowledge of business English.

Skill in typing at the net rate of 60 wpm, as necessary.

Considerable ability in oral communications and good ability in written communications.

Considerable ability to follow oral and written instructions.

Considerable ability to perform administrative procedures.

Considerable ability to learn the operations of the assigned department.

Considerable ability to establish and maintain effective working relationships with coworkers, customers and the general public.

QUALIFICATIONS:

A high school diploma or the equivalent plus four years of progressively responsible clerical experience including public contact, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.