

TITLE: CENTRAL CLERICAL ADMINISTRATOR

CODE: 11265

GENERAL DESCRIPTION:

This is very responsible clerical management work involving the direction of centralized clerical services.

Work involves responsibility for timely and accurate production of documents by word processing and duplicating. Duties include managing central word processing, central duplicating and switchboard operations. This position also has the responsibility for making difficult clerical administration decisions. This work requires that the employee have considerable knowledge, skill and ability in word processing, duplicating and office machine operations.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Administrative Services.

EXAMPLES OF DUTIES:

Schedules, assigns, supervises and evaluates a medium size work group of clerical and duplicating employees. Prioritizes work projects and confers with District staff on pending clerical services and projects.

Monitors and corrects word processing operations through a network terminal.

Performs difficult word processing, as necessary.

Fills out forms and reports on completed work assignments and completes employee time records. Drafts purchase orders.

Drafts unit budget and controls expenditures within fund allocations.

Trains and counsels employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Maintains liaison between telephone company and departments. Verifies phone bills for District.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

Confers with vendors, suppliers and marketing representatives.

TITLE: CENTRAL CLERICAL ADMINISTRATOR

CODE: 11265

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of word processing and duplicating principles and practices.

Good knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.

Good ability to communicate orally and in writing and to lead others in small work groups.

Good ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.

Good ability to supervise others in a work unit.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors and contractors.

QUALIFICATIONS:

A high school diploma or the equivalent and word processing training, plus six years of progressively responsible word processing experience including at least two years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year-basis.

SPECIAL REQUIREMENTS:

None.