

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ADMINISTRATIVE CLERK 1

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform a range of administrative procedures. Work involves processing complete administrative procedures, typing, filing, and preparing correspondence, spreadsheets and documents. Classification typically reports to Supervisor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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, minutes of meetings, reports, and statistics from copy, rough draft or own compiled information.

May enter and retrieve data by a personal computer and prepare standard reports, spreadsheets and summaries by computer.

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.

Maintains event calendars, supervisor's calendar and calendars or logs of own tasks. Schedules routine and special meetings. Maintains schedule of training center, training activity, or conference rooms.

Coordinates special programs, projects and events related to the department's function.

Composes routine and specialized correspondence and documents from notes, verbal instructions or standard text including correspondence and documents of a confidential nature.

Carries out bidding procedures and preparation of award documents. Executes purchase order procedures, including preparation of requisitions and purchase orders for low dollar purchase. Maintains bidding records.

Coordinates Minority/Women Business Enterprise Events.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by minimum three (3) years previous experience and/or training that includes clerical duties; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.