

Jurisdictional Class: Competitive; Non-Competitive when Part Time
Adopted: March 9, 1989
Revised: March 22, 2016

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult and varied clerical work requiring a general understanding of specific law, office rules, procedures, and policies. The incumbent exercises independent judgment in the application of prescribed procedures in completing work assignments. Positions in this class are identified by the extent of assigned responsibility and the scope of freedom of action allowed in completing assigned duties. For the most part, work is performed under general supervision. Supervision may be exercised over the work of subordinate clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as secretary to an official in cases where assignments call for judgment and experience in making decisions in accordance with established policies and procedures;
Assigns work, reviews and records work done, and instructs new employees in specialized clerical work of a unit;
Sets up time schedules and may be responsible for discipline in a unit;
Conducts routine correspondence on matters where policies and procedures are well defined;
Reviews accounts, reports, and other documents for clerical accuracy, completeness, and conformity with established procedures;
Collects and compiles statistics and other related information;
Processes, checks, codes, and files requisitions, claims, vouchers, bills, and receipts;
Answers telephone and gives out routine information or relieves at switchboard;
Collects fees and accounts for monies received;
Supervises and participates in the issuing and recording of applications, licenses, and permits;
Oversees and participates in the processing, sorting, indexing, recording, and filing of a variety of control records and reports;
Occasionally operates photocopiers, calculators, computers and other office machines;
Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, and equipment;
Good knowledge of business arithmetic and English;
Ability to understand and carry out oral and written directions;
Ability to supervise the work of others;
Ability to establish and maintain successful relationships with others;
Clerical aptitude;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience.

NOTE: Secretarial training beyond high school may be credited on a year-for-year basis for experience.