

ADMINISTRATIVE CLERICAL SPECIALIST

DUTIES

1. Under direction, to prepare complex reports using independent judgment.
2. To keep office records.
3. To provide service to the public and to resolve complaints.
4. To supervise assigned secretarial and clerical staff.

ACCOUNTABILITIES

1. Preparing complex reports using independent judgment.
 - A. Gathering, assembling, analyzing, comparing, condensing, and summarizing data from different sources.
 - B. Preparing a variety of complex forms, reports, requisitions, notices, bills, payrolls, checks, legal descriptions, statements, forms, applications, involved reports of departmental operations.
 - C. Reviewing reports for accuracy and completeness.
2. Keeping office records.
 - A. Computing, accepting, preparing and giving receipts for charges, fees, deposits due, and depositing money.
 - B. Keeping tallies, totaling items, and balancing totals.
 - C. Preparing, checking, verifying and listing invoices, bills, vouchers, payrolls, and time records.
 - D. Computing, totaling and posting figures to records.
 - E. Checking and tabulating statistical data.
 - F. Maintaining records of small petty cash accounts.
 - G. Doing research for supervisors regarding past costs or purchases in which information is available in files.
 - H. Taking care of all money matters for office, handling contingent fund, traveling expense accounts, payrolls, and requisitions.
 - I. Maintaining a cross reference index filing system and maintaining control files of matters in progress and expediting their completion.
 - J. Keeping records of contracts, work reports, and reports of personnel and preparing statements or reports from such records.
 - K. Reconciling bank balances and inventory reports.
 - L. Reviewing and making entries in book of accounts or other records.
3. Providing service to the public and resolving problems.
 - A. Answering the telephone, attending counter, and giving out information or referring callers to proper party.
 - B. Giving out and accepting forms and applications and making simple drawings.
 - C. Receiving and checking applications for building permits, licenses, registrations, and determining if the applicant meets the requirements and issuing or denying requests.
 - D. Serving the public by answering inquiries, listening to complaints, and

- answering technical questions requiring knowledge of recognized legal and office practice, procedures and regulations.
- E. Analyzing reports or complaints in technical areas and taking necessary actions to correct them.
 - F. Considering requests for services and determining charges where considerable discretion is required.
 - G. Issuing licenses and permits according to standard policies and procedures.
 - H. Maintaining the filing and coding systems for correspondence, department operations, records, files, invoices and developing new coding systems as required.
4. Supervising assigned secretarial and clerical staff.
- A. Planning and assigning the activities of the employees in the areas of report preparation and record keeping.
 - B. Reviewing and evaluating the work of assigned personnel.
 - C. Making selection recommendations and training all assigned personnel.
 - D. Operating duplicating, calculating, adding, addressing, and voting machines, if necessary.

MINIMUM QUALIFICATIONS

1. Education and Experience.
- A. Two years as a Secretarial Specialist or Clerical Specialist (promotional only); or
 - B. One year as a Senior Secretarial Specialist or Senior Clerical Specialist (promotional only); or
 - C. Seven years general secretarial and/or clerical experience or a combination of general secretarial and/or clerical experience and training equal to seven (7) years (open only).
2. Knowledge and Skills
- A. Knowledge of modern office methods, procedures, and equipment.
 - B. Knowledge of alphabetizing, indexing, and filing methods.
 - C. Some knowledge of principles and practices of office management and supervision.
 - D. Skill in the accurate use of figures, grammar, punctuation, and spelling.
3. Abilities
- A. Ability to spell and use good English.
 - B. Ability to learn and explain a wide variety of technical procedures and policies.
 - C. Ability to type.
 - D. Ability to make comparisons and accurate computations.

- E. Ability to understand questions and to give clear and satisfactory explanations.
- F. Ability to do clerical work involving independent judgment and requiring speed and accuracy.
- G. Ability to understand and interpret oral and written materials.
- H. Ability to plan, organize and maintain files.
- I. Ability to locate, classify, and interpret a wide variety of statistical and related information.
- J. Ability to exercise discretion and to make decisions in the administration of regulations and licenses.
- K. Ability to supervise and to train assigned staff.
- L. Ability to establish and maintain effective and harmonious relationships with the public and fellow employees.
- M. Ability to work independently in the absence of specific instructions.
- N. Ability to use calculator and other office machines.

Anlst:	Date:
Union: Basic & Conf	Pay: 127 & 6
CSB:	Class: 1810 & 1814
CC:19780501	Res: 78-240