

SENIOR CLERICAL SPECIALIST

DUTIES

1. Under supervision, to prepare reports using independent judgments.
2. To keep office records;
3. To provide service to the public and to resolve complaints;
4. To provide general clerical services.

ACCOUNTABILITIES

1. Preparing reports using independent judgment.
 - A. Gathering, selecting, analyzing, comparing and assembling data from different sources.
 - B. Preparing forms, reports, applications, requisitions, notices, bills, payrolls, legal descriptions, statements, registration cards, absentee-ballots, inventory records and other records.
 - 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 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 the files.
 - H. Making entries in books of accounts or other records.
3. Providing service to the public and resolving complaints.
 - A. Answering the telephone, attending counter, and giving out information or referring callers to proper party.
 - B. Giving out and accepting forms and applications.
 - C. Delivering documents to other offices.
 - D. Receiving and checking applications for building permits, licenses, registrations, and determining if the applicant meets the requirements and issuing or denying request in absence of supervisor.
 - E. Issuing licenses and permits according to standard policies and procedures.
 - F. Serving the public by answering inquiries, listening to complaints, answering technical questions requiring knowledge of recognized legal and office practices, procedures or regulations.

4. Providing general clerical services.
 - A. Comparing, matching, sorting, consolidating, alphabetizing, arranging, indexing, filing, retrieving and maintaining files on cards, letters, documents, correspondence, indexes, mailing lists, ordinances, resolutions, maps, plans and public records where discretion is involved in assigning them to their proper place.
 - B. Preparing materials for mailings including addressing, stuffing, sealing and weighing envelopes.
 - C. Maintaining inventory records, card indexes, mailing lists, files, calendars, visible and loose leaf files, manuals, coding systems, rosters, invoices, reports of department operations and other reports.
 - D. Requisitioning, storing, and distributing office supplies and equipment.
 - E. Receiving, time stamping, checking, registering, distributing, dispatching, and filing mail and correspondence.
 - F. Making simple drawings.
 - G. Operating duplicating, calculating, adding, addressing and voting equipment, if necessary.
 - H. Maintaining cross reference index files.
 - I. 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.

MINIMUM QUALIFICATIONS:

1. Education and Experience.
 - A. One (1) year as a Clerical Technician (promotional only) ; or
 - B. Classified as a Secretarial Specialist or Clerical Specialist (promotional only); or
 - C. Six (6) years general secretarial and/or clerical experience or a combination of general secretarial and/or clerical experience and training equal to six (6) years (open only);
2. Knowledge and Skills Requirements.
 - A. Knowledge of office methods, procedures and equipment.
 - B. Knowledge of alphabetizing, indexing and filing methods.
3. Abilities.
 - A. Ability to spell and use good English.
 - B. Ability to make comparisons and accurate computation.
 - C. Ability to understand questions and to give clear and satisfactory explanations.
 - D. Ability to type.
 - E. Ability to understand and interpret oral and written materials.

- F. Ability to organize and maintain files and records.
- G. Ability to work independently in the absence of specific instructions.
- H. Ability to organize work well.
- I. Ability to exercise discretion and to make decisions in the administration of regulations and licenses.
- J. Ability to learn and explain a wide variety of technical procedures and policies.
- K. Ability to establish and maintain affective and harmonious relationships with the public and fellow employees.
- L. Ability to use calculator and other office machines.

CB:C
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Anlst: CB	Date: 19780404
Union: Conf	Pay: 5
CSB:	Class: 4239
CC: 19780501	Res: 78-240