

## **ADMINISTRATIVE CLERICAL SPECIALIST (BASIC)**

### **DUTIES**

Under direction, to prepare complex reports using independent judgment. To keep office records. To provide service to the public and to resolve complaints. 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.

HR:	WC: 8810	EEOC: Office & Clerical	EEOF: Admin/Finance	Class No: 1810
Union: Basic	Pay: 127	CSB:	Resolution: 78-240	CC: 19780501