

Class Code: 535
City of Anaheim
Class Specification

Classification:
SENIOR CLERK

DEFINITION:

Under minimal supervision, to have functional responsibility for a significant aspect of complex clerical work for a unit; performs varied and detailed clerical work assignments which may involve lead supervision of a small clerical staff.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished from the Intermediate Clerk class by the difficulty level of the work assigned, the breadth of work which usually involves a major segment of the clerical work of the unit and, in some cases, by supervision of a small staff of full-time clerical employees. Positions in this class are distinguished from positions in the class of Senior Office Specialist by the level of assigned typing and the degree of keyboard proficiency required for successful performance.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Depending upon area of assignment, responsibilities and duties may include, but are not limited to the following:

Completes and types a variety of complex forms and correspondence. Composes correspondence, requiring use of judgment based upon a thorough understanding of the functions and procedures of the unit, for review by supervisor.

Makes work assignments, sets priority for, trains and reviews the work of, and may conduct performance evaluations of, assigned clerical personnel. Notifies immediate supervisor of employee performance problems.

Contacts other City staff and persons with whom the City conducts business to request or transmit information, to advise of requirements and to resolve problems.

Gathers information for supervisor's use in making decisions regarding policy, procedures, budget, purchases and personnel matters.

Performs financial record keeping duties such as maintaining petty cash fund, calculating fees and charges, preparing bills, making deposits, collecting monies and issuing receipts.

Collects and verifies time sheets, enters payroll information using appropriate mnemonics, for Department/Division, verifies accuracy of input from payroll system edit reports and makes corrections as necessary. Researches and answers payroll questions for Departmental staff.

Operates a variety of office equipment, such as a personal computer, typewriter, calculator, CRT and specialized office equipment of the assigned unit.

Enters and edits a variety of data for specialized reporting purposes on a CRT or personal computer utilizing word processing, data base and spreadsheet software. Prepares a variety of reports and schedules using software programs.

Files materials into filing systems, develops filing systems for record storage and retrieval, codes documents, purges files and uses discretion in shredding documents.

Compiles information for a variety of regularly scheduled and special narrative and statistical reports, locating sources of information, coding and classifying data, devising forms to serve data and determining proper format for finished report.

Sets up and maintains records of the unit concerning budget accounts and inventory; requisitions office supplies; verifies billing information; researches and resolves discrepancies; and forwards to the Finance Department.

Sets up, maintains and posts data to logs, lists, ledgers, follow-up files and other records of the unit. Checks and compares records and documents verifying accuracy.

Acts as a receptionist to the public, taking and responding to calls, screening inquiries, taking messages and scheduling appointments and answering questions that require searching for and abstracting technical data.

Screens mail, arranges in priority order, assembles background information and distributes to appropriate personnel. Receives, opens, date stamps and distributes incoming mail and processes outgoing mail.

Maintains records of staff attendance and absences, compiling, submitting and inputting to CRT periodic data and reports for payroll purposes. Investigates and corrects discrepancies. Maintains personnel files of unit staff.

Maintains calendars and schedules of appointments, meetings, room use, equipment use and events.

Proofreads materials for clerical accuracy and spelling.

Copies, collates, staples and otherwise binds and distributes a variety of materials.

Enters purchase orders and maintains purchasing records.

Makes travel arrangements.

Performs other job-related work as required.

MINIMUM REQUIREMENTS:

Experience in: Performing extensive responsible and complex, record keeping, report preparation assignments and other clerical work, requiring limited use of typing.

Knowledge of: Modern office equipment and procedures; proper telephone etiquette; computer terminals and associated software; English usage and composition, spelling, grammar and punctuation; business math; basic principles of supervision and training may be required. Some positions may require knowledge of payroll processing.

Ability to: Maintain accurate and complex records and files; read, understand and apply difficult materials; establish and maintain complex record keeping systems; operate a keyboard with accuracy; operate a computer terminal and use associated software; maintain records of budgetary and purchasing expenditures; perform basic mathematical calculations; understand pertinent procedures and functions quickly and apply them without immediate supervision; use sound judgment; plan, schedule, make work assignments, set priorities for and train assigned clerical staff; establish and maintain effective relationships with those contacted in the course of work.

Physical Requirements: Work in an office environment using a keyboard to input data.

License and/or Certification Required: None

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically.

Supervision Exercised: Positions in this class may exercise lead supervision over other employees, making assignments, setting priorities for, training and reviewing the work of subordinates.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Senior Office Specialist, Principal Office Specialist, Office Supervisor or a related class.

FLSA Designation: Non-Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Revised 4/87 - W Jerz
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