



SENIOR CLERK

JC: CG145, CB145
PG: 031
FLSA: Non-Exempt

PC: 031
BU: 02, 15 (SEIU, ATU)
Created: October 1987
Revised: September 25, 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs difficult or specialized office support for various District offices; may provide lead direction or training to a small group of clerks at management's discretion; and performs related duties as assigned.

CLASS CHARACTERISTICS

Senior Clerks fulfill dual roles in the clerical support field for the District: their work may be complex or difficult and require specialized knowledge and skills and the use of independent judgment, and/or they may provide lead direction to a group of clerks performing similar work. This is not considered a supervisory class in that the selection and evaluation of employees is not assigned to this level.

REPORTS TO

This position may report to a designated supervisory classification.

EXAMPLE OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.
2. Makes arithmetic or statistical calculations.
3. Provides information to the public or to District staff that may require the use of judgment and the interpretation of policies, rules or procedures.
4. Organizes and maintains various departmental files; types correspondence, reports, forms, and specialized documents from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor; proofreads and checks typed and other materials for accuracy, completeness, and compliance with

Senior Clerk

Page 2

departmental policies and regulations.

5. Enters and retrieves data from an on-line or personal computer system.
6. Attends to a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, and keeping reference materials up-to-date.
7. May provide lead direction, training and work review to a small group of clerks at management's discretion.
8. Organizes work, sets priorities and follows-up to ensure coordination and completion of assigned work.
9. Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call.
10. Reviews computer-produced reports for accuracy and makes corrections as required.
11. Operates standard office equipment.

Additionally, for positions responsible for the District's Records Archives files:

1. Receives, inspects, processes and documents records sent to records center; retrieves and forwards requested records.
2. Ensures that requested records are released to authorized persons; provides controlled access to records center and, as necessary, monitors activities of requestor reviewing the files.

QUALIFICATIONS

Knowledge of:

Office management practices and procedures, including filing and the operation of standard office equipment.

The proper form for typed materials.

Business arithmetic, including percentages and decimals.

Correct English usage, including spelling, grammar, and punctuation.

Policies and procedures related to the department to which assigned.

Basic business data processing principles and the use of word processing equipment.

Senior Clerk

Page 3

Additionally for positions responsible for District's Records Archives files:

Practices and procedures of records management, including filing and retention.
Safety precautions related to work including lifting and moving heavy objects with heavy equipment.

Skill in:

Reading and interpreting rules, policies and procedures.
Organizing, researching and maintaining office files.
Dealing tactfully and effectively with those contacted in the course of the work.

Making arithmetic calculations with speed and accuracy.
Composing routine correspondence from brief instructions.
Using initiative and sound independent judgment within established guidelines.
Operating standard office equipment including a word processor, personal or on-line computer and centralized telephone equipment.
Providing training and lead direction to others, as directed.
Organizing, prioritizing and coordinating work activities.

Additionally, for positions responsible for District's Records Archives files:

Operating a variety of moving equipment safely.
Customer service.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent. College or business school course work in office administration is desirable.

Experience:

Four (4) years of (full time equivalent) verifiable general clerical or office assistant experience.

Additionally, for positions responsible for District's Records Archives files:

Experience must have included at least one (1) year in a customer service setting in a central records environment.

Other Requirements:

Typing accurately at rate of 35 net words per minute from printed copy.
Specified positions may require the possession of a valid California driver's license and a satisfactory driving record and a willingness to work other than normal office hours.

Additionally, positions responsible for the District's Record Archives files require:

Must be able to lift boxes weighing 50 pounds and stand, stoop, and reach to file and retrieve records.

Senior Clerk

Page 4

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

EEOC Code: 06

Safety Sensitive Designation: No

G:\CompClas\WPFiles\ClasSpec\Group_C\CG145-07 Sr Clerk