



## **ADMINISTRATIVE CLERK**

### **DEFINITION**

Occupants of this classification are in the classified service and contribute to the effective day to day functioning of an office by providing a full range of responsible clerical support. The incumbents of this classification require and receive minimal supervision, but function within a well structured environment. The work performed can vary considerably based upon the division to which the position is assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

The incumbents of this classification provide clerical support to all professional, technical, and administrative members of the division.

### **ESSENTIAL JOB DUTIES**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Prepares reports, memos, and correspondence using a personal computer and appropriate software packages. Assures conformance with established formats. Edits for correct spelling, punctuation, and language.
2. Serves the public answering routine inquiries via email, in person or by telephone in a courteous and tactful manner.
3. Indexes, codes, and cross references records or files according to established procedures. Files materials, keeping all filing up-to-date and in a logical order. Pulls and checks out file material.
4. Provides administrative support in preparation for City meetings such as council, commission, board and committee meetings.
5. Posts data in an accurate fashion, keeps records, and prepares routine reports in accordance with pre-determined forms and procedures.
6. Sorts and arranges documents or correspondence in alphabetical or numerical order.
7. Processes repetitive documents in accordance with established procedures, checking for accuracy and completion of specific entries such as entering, reviewing and tracking payroll data.
8. Opens, sorts, time stamps, and routes incoming mail. Stuffs, seals, stamps, meters, and registers outgoing mail.
9. Orders, monitors and stocks office supplies.
10. Computes and receives fees and money and processes invoices for payment.
11. Adds and checks columns of figures. Checks and tabulates simple statistical or accounting data.

12. Operates office equipment such as copier, printer, fax machine or personal computer to produce, copy and send documents. Uses office software to research, locate, enter and retrieve data.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITY**

#### **Knowledge of:**

- Basic English and math.
- Office procedures, practices, and equipment.
- Policies, procedures and work of the department to which assigned.

#### **Skill and Ability to:**

- Operate personal computer and related software, copier machines, telephones, calculators, fax machines and printers.
- Maintain records and prepare reports for such records.
- Understand and follow verbal and written instructions.
- Convey information to the general public.
- Communicate effectively in both oral and written form.
- Organize work effectively.
- Receive and balance cash and make change.
- Perform clerical work in an office environment
- Make mathematical computations.
- Work cooperatively with others.
- Analyze situations accurately and adopt an effective course of action.
- Perform assigned duties without close supervision

### **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: graduation from high school or equivalent and two years of experience providing administrative support, preferably in an office setting.

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to office environmental conditions.
- May be required to work at a personal computer or other video display terminal for prolonged periods.