

Department: In all Civil Divisions
Classification: Competitive
Grade: 6

SPEC DISK F2
DOCUMENT 44

SENIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing moderately difficult and varied clerical work requiring a general understanding of specific law, office rules, procedures and policies. It calls for the exercise of independent judgment in the application of prescribed procedures and methods of routine cases. For the most part work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assigns work, reviews and records work done and instructs new employees in specialized clerical work of a unit;
Sets up time schedules and is responsible for discipline in a unit;
Conducts routine correspondence on matters where policies and procedures are well defined;
Checks reports and records for clerical accuracy, completeness and proper extension;
Collects and compiles statistics and other related information;
Processes, checks, codes and files requisitions, claims, vouchers, bills and receipts;
Answers telephone and gives out general information or relieves at switchboard;
Collects fees and accounts for monies received;
Issues and records applications, licenses and permits;
Processes, sorts, indexes records and files a variety of control records and reports;
Occasionally operates addressograph, mimeograph, computing, calculating and other office machines;
Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to get along with others; ability to understand and carry out oral and written directions; clerical aptitude; mental alertness; accuracy; good judgment; neatness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two (2) years permanent competitive status as a Clerk.

1/6/2022