

ADMINISTRATIVE CLERK I ADMINISTRATIVE CLERK II

DEFINITION

To perform a wide variety of general clerical and administrative duties in assigned department; maintain records; type reports, memorandums, correspondence, and other documents; may perform specialized administrative support duties for a department; and perform other related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Clerk I: This is the entry-level classification in the Administrative Clerk series.

The classification is distinguished from the Administrative Clerk II level in that assignments are routine and repetitive duties which are performed according to established procedures and changes in procedures or exceptions to rules are explained in detail as they arise. This classification may be used as a training class for flexibly staffed positions. In this use, the incumbent of the classification would lack a complete knowledge of department procedures and precedents and not yet be able to perform the full range of duties assigned to the Administrative Clerk II level without immediate supervision.

Administrative Clerk II: This is the journey-level classification in the Administrative Clerk series. Positions in this classification are flexibly staffed and are normally filled by advancement from the Administrative Clerk I level, or, when filled from the outside, require prior clerical experience. Appointment to the Administrative Clerk II level requires that the employee be performing the full range of duties for the classification and meet the qualification standards for the classification. An Administrative Clerk II is expected to perform assigned duties with only occasional instruction or assistance, and work is normally reviewed only on completion. Adequate performance at this level requires the knowledge of general City procedures on purchasing, personnel and payroll, as well as knowledge of department policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Administrative Clerk I

Immediate supervision is provided by management, professional, technical, or higher level clerical positions. Functional or technical supervision may also be received from department staff.

Administrative Clerk II

General supervision is provided by management, professional, technical, or higher level clerical positions. Functional or technical supervision may also be received from department staff.

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Technical supervision may be provided to other clerical classes.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS - Essential job functions include, but are not limited to, the following: *(These functions may not be present in all positions in this classification. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.)*

Type and proofread a variety of documents including reports, memos, and statistical charts from oral dictation, rough draft, forms, copy, notes or transcribing machine recordings.

Perform a wide variety of routine clerical work including filing, billing, checking, and recording information on records.

Compile information and data for statistical and financial reports.

Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports.

Perform record keeping for various funds and expenditures.

Maintain personnel and payroll records of departmental personnel; process a variety of forms to initiate changes in records.

Maintain inventory records; process purchase requisitions; maintain purchase records; resolve errors in orders received and invoices.

Operate adding machine and other office equipment.

Order office supplies; submit expense claims.

Act as City and/or department receptionist; answer the telephone and wait on the general public, giving information on department policies and procedures as required.

Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.

Receive, sort and distribute incoming and outgoing correspondence.

Schedule appointments and various meetings.

Issue, receive, type and process various applications, permits and other forms.

May receive incoming telephone and voice radio calls, secure and record information

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and use voice radio to dispatch necessary City services; keep radio contact with City units.

Assist in the training of new personnel.

May maintain petty cash fund; accept payment of fees; maintain and process cash records.

QUALIFICATIONS

Administrative Clerk I

Knowledge of:

Correct English usage, spelling, grammar, and punctuation.

Modern office procedures, methods, and equipment.

Ability to:

Organize and maintain records.

Type at 40 net words per minute.

Learn word processing and spreadsheet applications programs.

Learn filing practices and record keeping procedures and perform routine clerical work.

Learn to operate office machines and learn office methods, rules and policies.

Understand and carry out oral and written directions.

Establish and maintain effective working relationships with co-workers, supervisors and the general public.

Experience and Education:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities, and enable the individual to successfully perform the essential functions of the position. A typical combination is:

Experience

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No directly related experience required.

Education

Equivalent to completion of the twelfth grade including or supplemented by specialized clerical courses.

Administrative Clerk II

In addition to the qualifications for Administrative Clerk I:

Knowledge of:

Word processing and spreadsheet applications programs in a Windows based operating environment.

Organization, procedures and operating details of City department to which assigned.

Ability to:

Organize and maintain records.

Prioritize tasks.

Type at 50 net words per minute.

Communicate effectively, orally and in writing.

Experience and Education:

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities, and enable the individual to successfully perform the essential functions of the position. A typical combination would be one year in a position comparable to an Administrative Clerk I in the City of Brea.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS include, but are not limited to, the following:

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Ability to:

Frequently sit, stand, reach, lean, twist, turn, grasp, lift, push, pull, bend and kneel; sit for prolonged periods of time.

Input data into computer, typewriter, and calculator for prolonged periods of time.

Hear and speak to the general public and City staff on the telephone and in person.

Read reports, contracts, correspondence, memorandums, and other records.

Exposure to:

Vibrations and pitch of computer, typewriter, and other office equipment.

Computer glare.