

ADMINISTRATIVE CLERK II

CLASS DESCRIPTION

General Responsibilities:

This is highly responsible administrative and clerical work which involves responsibility for one or more complete work functions of an office or department. Work typically involves the supervision of clerical employees and functions. Employees work with a high degree of independence in interpreting unit policies and procedures both in on-going work and as a reference source to others. Work also involves considerable latitude and responsibility in developing new work procedures and methods. General supervision is typically provided by a department or division head.

Examples of Duties and Responsibilities:

Oversee and implement office clerical operations and functions;

Maintain general and subsidiary ledgers, and budgetary and cost accounting records according to established accounting procedures.

Post entries to accounts and balance.

Prepare periodic accounting and budgetary reports as necessary.

Audit purchasing orders, vouchers and payroll data.

Assist department heads or administrator in the collection and analysis of data.

Compile, review and transmit reports to other departments or agencies.

Assist in the compilation and administration of the budget.

Assign and review the work of clerical employees.

Interpret, coordinate, develop and implement departmental policies and procedures.

Perform or oversee general administrative detail work.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Considerable knowledge of general office administrative methods, practices and equipment; knowledge of related City policies and procedures; ability to develop financial and statistical reports; knowledge of basic accounting practices; ability to assemble and evaluate information and prepare reports; ability to operate office equipment; ability to make decisions within policy constraints and to interpret policy and regulations to others; ability to establish

effective public and working relationships; the ability to type (see note); ability to perform mathematical computations and to maintain accounting-type records. Ability to provide leadership to subordinate staff and functions.

Training and Experience:

Three (3) years of experience in office administration and in working with complex clerical and/or accounting procedures. Such experience would normally be gained after graduation from an approved high school supplemented by business and/or accounting courses. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

NOTE: Minimum typing requirements will be identified on a position-by-position basis at the time of recruitment, not to exceed 40 wpm with 10 or less errors.

Department/Division	Comp. Group	Range
Citywide	17/20	11

Approved: _____
Mary Ann Stalcup
Human Resources Director

Date