

ADMINISTRATIVE CLERK 1

CLASS DESCRIPTION

General Responsibilities:

This is responsible administrative support work in the implementation and coordination of a specified office function necessitating judgment, discretion, and initiative in the interpretation and application of program policies, procedures, and processes. Work at this level is characterized by ongoing responsibility for an assigned program support activity. Employees in this classification may serve as an agency/department/division payroll clerk, may be the first contact for purchasing, may be responsible for preparing meeting agendas or minutes in the Legistar system, or may perform other administrative tasks. Work is normally performed under the general supervision of a professional or administrative supervisor. Employees may provide oversight to lower level clerical employees as assigned.

Examples of Duties and Responsibilities:

Provide administrative and clerical support relative to an assigned program area. Exercise initiative in the establishment of related filing and recordkeeping systems. Exercise judgment and initiative in the implementation of related administrative processes. Recommend procedural changes or guidelines based on observed program needs.

Prepare meeting agenda materials and enter agenda and minutes in the City's electronic system (Legistar). Distribute agendas and related materials as required. Take minutes at meetings and transcribe to prepare for electronic posting.

Provide information and/or clarify program policies and procedures as the designated resource on administrative considerations. Determine the applicability of screening criteria as applicable.

Serve as the agency/department/division contact for purchasing. Purchase office supplies, training registrations, memberships, make travel arrangements, and reconcile P-Card purchases to appropriate budgets. Assume responsibility for follow-through on administrative detail. Initiate routine correspondence and other inter-departmental communications as necessary.

Prepare and/or coordinate department payroll and personnel records; compute payroll adjustments as required; process necessary payroll and personnel materials (such as Certification Hiring Requests, evaluations, training requests, etc.). Assume responsibility for follow-through on administrative detail. Initiate routine correspondence and other inter-departmental communications as necessary.

Establish and maintain routine financial and/or budgetary records. Post accounts. Identify and report related concerns.

Prepare periodic or special statistical reports. Research information from historical records, files, and/or operational reports. Tabulate and format data as applicable. Assist with maintenance of various databases.

Train and advise lower-level staff on procedural considerations. Organize and oversee special projects as necessary. Assist supervisor in follow-through activities relative to ongoing clerical functions.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of office procedures, methods, and equipment, including the relevant use of computers for word processing, spreadsheet and database management. Knowledge of elementary account posting and data processing input procedures. Ability to develop, implement and monitor office procedures. Ability to organize and oversee clerical work activities. Ability to use computer applications such as a word processor, spreadsheet, and database program. Ability to interpret regulations and make decisions within prescribed policy. Ability to independently perform a delegated office function or assume an area of administrative responsibility. Ability to prepare statistical reports. Ability to make relevant mathematical computations. Ability to establish and maintain effective working relationships. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

NOTE: Minimum job-related typing requirements will be established on a position-by-position basis (at the time of recruitment) not to exceed 40 wpm net with 10 or less errors.

Training and Experience:

Three (3) years of responsible clerical experience which involved some independent responsibility for an office function or activity. Such experience would normally be gained after graduation from high school (or equivalent). 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.

Department/Division	Comp. Group	Range
Various	17/20*	09

*(and 32/04)

Approved: _____
Brad Wirtz
Human Resources Director

Date