

SENIOR ADMINISTRATIVE CLERK

Job descriptions are intended to present a broad and general range of duties which includes, purpose, responsibilities, and scope of work. Job descriptions are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of complex and difficult clerical duties; exercises an advanced level of technical expertise and/or job knowledge relating to the clerical function.

DISTINGUISHING CHARACTERISTICS

This is the journey level of the Administrative Clerk series. Incumbents have demonstrated proficiency and perform a variety of complex and difficult clerical duties. This class is flexibly-staffed with Administrative Clerk and is distinguished from Administrative Clerk by more complex and difficult duties performed. Maintains responsibility for oversight of clerical support functions and an ability to independently apply an advanced skills.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by higher-level personnel. Functional or technical supervision may also be given or received from other staff members.

ESSENTIAL AND MARGINAL FUNCTIONS

Duties may include, but are not limited to, the following:

Performs a variety of complex and difficult clerical duties; exercises an advanced level of technical expertise and/or job knowledge relating to the clerical function.

Generates reports and perform other automated processes; may provide clerical and administrative support in the generation of communications, memos, budget reconciliations, etc.

Prepares a variety of complex correspondence, reports, and other such tasks; ensures that work in an office is handled on a priority basis and completed in a timely manner;

Performs general clerical duties including filing, tracking and monitoring information, and processing routine requests for information; may participate and assist in routine personnel, payroll, purchasing, and budget duties;

Maintain confidential information related to personnel actions and managerial practices and decisions;

Acts as receptionist and refers inquiries as appropriate; responds to complaints and requests for information;

Operates personal computer, related software and programs; performs routine technical computer duties including performing file back-ups, assigning passwords and security codes for individual desk-tops, training department staff, moving and cleaning hardware; troubleshooting hardware and software for staff prior to contacting City IT staff;

Performs other duties related to the operation of the department and the City including additional duties that enable the department and City to meet the diverse needs of its community.

QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, grammar, and punctuation;

Modern office methods, procedures and equipment, including personal computers and automated systems where applicable;

Principles of supervision, training, and performance evaluation.

Understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities;

Ability to:

Performs a variety of complex and difficult clerical duties; exercises an advanced level of technical expertise and/or job knowledge relating to the clerical function.

Generates reports and perform other automated processes; may provide clerical and administrative support in the generation of communications, memos, budget reconciliations, etc.

Maintain confidential information related to personnel actions and managerial practices and decisions.

Where applicable, plan, organize, and manage a specific function within an assigned department;

Use and operate centralized telephone equipment, personal computer, related software and peripheral equipment;

Communicate effectively, orally, and in writing;

Type and/or transcribe at a speed necessary for adequate job performance;

Provide oversight to others as necessary;

Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are:

Education:

Equivalent to the completion of High School supplemented by specialized clerical and/or computer software courses.

Experience:

One year of experience comparable to that of the Administrative Clerk class in the City of Lodi.

Successful completion of the following business skills training is required to advance to the Senior Administrative Clerk: Better Business Writing; Critical Thinking and Problem Solving; Intermediate Microsoft Word and Excel training courses, or similar courses as determined by Human Resources.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

WORKING CONDITIONS

Environmental Conditions: Office environment

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard and occasionally lifting up to 30 pounds.

FLSA: Non-Exempt