

**SENIOR ADMINISTRATIVE CLERK**

Class Definition

Under supervision, performs a variety of complex and difficult general clerical duties.

Distinguishing Characteristics

Senior Administrative Clerk is the advanced working/lead level class in the Administrative Clerk series. Incumbents perform complex and difficult clerical duties which require applying independent judgment to situations where standard procedures may not apply, and which may require giving lead direction to other clerical staff. This class differs from Administrative Clerk II in that incumbents of that class perform duties in accordance with established procedures and do not have lead level responsibilities.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Types and processes documents from rough draft, dictaphone recordings, or verbal instruction using word processing equipment and/or typewriters.

Reviews finished materials for accuracy, completeness, format, compliance with policies and procedures, and appropriate English usage.

Enters, edits, and retrieves data using an on-line or personal computer system.

Provides administrative and technical staff assistance to departmental personnel.

Assembles, codes, records, and summarizes a variety of police information.

Sets up and maintains complex and technical records and files for a major work unit; assumes responsibility for a major clerical functional area.

May plan, assign, direct, and review the work of a small office support staff; may instruct staff in work procedures.

Receives and screens visitors and telephone calls; provides information which may require the interpretation of policies and procedures.

Maintains a variety of statistical records; checks and tabulates statistical data.

Maintains fiscal records as assigned; processes bills for payments; keeps log for payments made and reconciles accounts.

Issues, receives, and processes various applications, permits, and other forms; accepts payment for fees and maintains cash records.

Composes routine correspondence independently.

Operates radio communication equipment and dispatches City units as assigned; monitors radio requests and relays messages to appropriate personnel.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of English usage, spelling, grammar, and punctuation.

Knowledge of modern office methods, procedures and equipment, including word processing equipment where applicable.

Knowledge of filing and record keeping systems.

Ability to accurately operate modern office equipment at a speed necessary for timely completion of assigned duties.

Ability to provide lead direction to subordinate staff.

Ability to communicate effectively, both orally and in writing.

Ability to interpret and apply departmental policies, rules, and procedures.

Ability to compile and maintain complex and extensive records and files.

Ability to work independently and exercise initiative and sound judgment.

Ability to establish and maintain effective working relationships.

Ability to learn to operate radio communication equipment as assigned.

Minimum Qualifications

Two years of increasingly responsible general clerical experience.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_