

ADMINISTRATIVE CLERK II

DEFINITION

Under general supervision, performs a variety of general clerical duties such as, data entry, maintaining and processing records, filing and receptionist functions as required in an assigned department.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Administrative Clerk II is the experienced level class in the Administrative Clerk series. Positions at the I/II level are flexibly staffed and are normally filled by advancement from the Administrative Clerk I level, or when filled from the outside, require prior related work experience. Appointment to the Administrative Clerk II level requires that the employee be performing the full range of duties and meet the minimum qualifications for the class.

This class is distinguished from Senior Administrative Clerk in that incumbents of the latter class perform a variety of specialized, complex and/or difficult clerical duties which require applying independent judgment. Incumbents may provide functional and technical lead direction for other clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Types and processes a variety of correspondence, reports, forms, and specialized documents from rough draft, or verbal instruction using computer hardware and software applications and office equipment.

Operates electronic fingerprint scanning systems and inputs data and updates to systems as required.

Proofreads and checks typed and other materials for accuracy, completeness, compliance with department policies, and correct English usage including grammar, punctuation, and spelling.

Enters, edits, and retrieves data using an on-line or computer system; prepares reports from the computer system following established formats.

Assists department personnel by performing record checks, inquiries, research, and pulling applicable records and reports.

Acts as a receptionist; receives and screens visitors and telephone calls and takes messages; provides information on department activities, functions, policies, and procedures as required.

Performs routine clerical work including photocopying, filing, billing, checking and recording information on records.

Sorts, files, copies and distributes a variety of documents and records, including crime reports, citations, and petitions.

Compiles information and data for statistical and financial reports from multiple sources.

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

Operates standard office equipment such as a calculator, printers, microfilm and computer software and hardware applications.

Receives, sorts, and distributes incoming and outgoing correspondence; maintains mailing lists.

Schedules meetings, room/field reservations, court hearings and trials as necessary.

Issues, receives, types, and processes applications, permits, and other forms.

Accepts payment of fees; disburses petty cash; maintains and processes cash records.

Orders office supplies; maintains inventory; submits expense claims.

Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office practices, procedures, and equipment including filing systems.

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

Skill/Ability to:

Perform routine clerical work including maintaining appropriate records and preparing general reports.

Perform record searches quickly and accurately.

Verify and check files and data.

Follow oral and written instructions.

Perform simple mathematical calculations.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Communicate clearly and concisely.

Prepare clear, concise and comprehensive written materials.

Type accurately at a speed necessary for timely completion of assigned duties.

Operate standard office equipment, including computers hardware and software applications.

Work various shifts as assigned.

Operate a motor vehicle safely, when appropriate.

MINIMUM QUALIFICATIONS

Applicants must qualify under one (1) of the following options:

Option 1:

High School diploma or GED equivalent and a minimum of 1040 hours of increasingly responsible paid general clerical experience.

Option 2:

Possession of an associate's degree, or equivalent completion of sixty (60) semester units, from an accredited college or university.

Option 3:

An Administrative Clerk I may flex to Administrative Clerk II after six (6) months of satisfactory experience and upon recommendation of the appointing authority pursuant to Administrative Order 2-10 and the Salary Resolution.

Special Requirement(s):

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

Verification of the ability to type at a net rate of 40 words per minute may be required.

Depending on assignment, may be required to obtain and maintain a State of California Department of Justice (Penal Code section 11102.1) background clearance to become a certified fingerprint roller within six (6) months of hire.

Depending on assignment, bilingual abilities may be required to meet departmental needs.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 2/20/2024

Revised: TJM:vp 2/16/2024