

SENIOR ADMINISTRATIVE CLERK

DEFINITION

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

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from a Manager or designee. This class may provide lead direction to assigned clerical staff.

DISTINGUISHING CHARACTERISTICS

The 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.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:.

Types and processes documents from rough draft or verbal instruction using computer hardware and software applications and office equipment.

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 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.

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

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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures and equipment, including filing and record keeping systems.

Skill/Ability to:

Accurately operate modern office equipment at a speed necessary for timely completion of assigned duties.

Provide lead direction to subordinate staff.

Communicate effectively, both orally and in writing.

Interpret and apply departmental policies, rules, and procedures.

Compile and maintain complex and extensive records and files.

Work independently and exercise initiative and sound judgment.

Establish and maintain effective working relationships.

Learn to operate radio communication equipment as assigned.

MINIMUM QUALIFICATIONS

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

Option 1:

High School diploma or GED equivalent and two (2) years of increasingly responsible paid general clerical experience. Specific to this Option 1 Minimum Qualification, one (1) year is defined as a minimum of 2080 hours.

Option 2:

Possession of an associate's degree, or equivalent completion of sixty (60) semester units, from an accredited college or university and one (1) year of increasingly responsible paid general clerical experience. Specific to qualifying for Senior Administrative Clerk, one (1) year is defined as a minimum of 2080 hours.

Option 3:

A current and permanent City of Fresno employee pursuant to FMC Section 3-202 (p)(2) in the Administrative Clerk II classification.

Special Requirement(s):

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

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

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