

SENIOR CLERK

CLASS SUMMARY

Under direction – perform a wide variety of complex clerical and word processing work requiring specialized knowledge, and involving frequent and responsible public contacts; coordinates clerical work flow in office; masters complex technical functions within a given assigned subject area; serves as a primary reference source to supervisor and/or public; assists in resolution of difficult problems; works with a high degree of independent judgement; may handle complex document preparation assignments; performs related duties as required.

REPRESENTATIVE DUTIES

Plans, schedules and performs a wide variety of difficult and complex clerical work related to the function to which assigned; prepares letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions, contracts, and other materials from marginal notes, rough drafts, or verbal instructions; compiles information from various sources and types on a variety of forms or sets up appropriate format; reviews complex documents for accuracy, completeness, and conformance to pertinent procedures, practices and policies; compiles and tabulates complex statistical data; serves as receptionist to students, teachers, and the general public; answers inquiries and furnishes information requiring a knowledge of standards, procedures, rules and regulations, programs, and policies; develops and maintains files; posts attendance, cumulative inventory, cash receipt, and other records; operates a variety of office machines; may lead or assign the work of other clerical employees; serves as liaison to other departments and personnel; assumes limited responsibility for updating documents without supervisory review; certifies eligibility of students for specific programs; may track department expenditures to make certain budget is maintained; represents office in administrator's absence.

ORGANIZATIONAL RELATIONSHIPS

This class reports to designated supervisor. It may be responsible for assisting in determination of clerical work-flow to Intermediate or General Office Clerks or for assisting in resolution of factual or procedural questions.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

High School diploma or equivalent, and at least three years of keyboarding, office technology training and/or clerical work experience.

SENIOR CLERK (continued)

Knowledge and Abilities

Good knowledge of: modern office practices and procedures; knowledge of rules, regulations, programs, and policies; designated formats for presenting reports.

Ability to: maintain complex clerical records and prepare reports; interpret rules, regulations, and policies; perform clerical work with speed and accuracy; ability to operate office equipment including personal computer terminal and word processing software.

Skills: Must complete keyboarding, clerical (filing and checking) and software skill evaluation. Screening Committee will use results as one of the selection criteria.