

**SENIOR ADMINISTRATIVE CLERK**

**DEFINITION**

Positions in this advanced-level classification perform a variety of clerical work including: complex multiple financial transactions and record keeping; extensive interaction with the public and other interested parties; and other responsible and complex support functions where there is minimal supervision of work that involves standard operating procedures.

**DISTINGUISHING CHARACTERISTICS**

Positions in this classification are distinguished from those in the lower class of Administrative Clerk through the complexity of the work performed, the job knowledge required and the independence with which duties are performed. Senior Administrative Clerks independently compose written documents.

Positions in this classification are distinguished from those in the higher class of Administrative Assistant in that the latter perform technical and administrative work in support of a department head and principal staff.

**SUPERVISION EXERCISED AND RECEIVED**

May exercise limited supervision of part-time or temporary personnel. Work is performed under minimal supervision or independently depending upon assignment.

**ESSENTIAL AND IMPORTANT DUTIES**

Each Department has different needs for this position. No position performs all of the duties listed below.

- Processes transactions in support of department programs which entail: substantial interaction with interested parties; knowledge of procedures and policies; and the accounting for payables and monies received.
- Provides information and assistance regarding department programs, policies and procedures to the general public, City personnel, vendors and contractors.
- Processes forms, invoices and other documents in accordance with established procedures; and checks for accuracy and completeness of entries, and for compliance with applicable City, statutory and other requirements; may transcribe documents, and arrange for official recording of documents with County Recorder.
- Computes and receives fees in accordance with department schedules and procedures, records revenue received and provides for the deposit of monies.
- May provide limited supervision to part-time or temporary personnel.
- Enters data and information in the preparation of reports, correspondence, forms and other documents.
- Prepares or assists in preparation of agenda packets for Council, Board and Commission meetings, act as minute taker and prepares minutes for such meetings, post agendas and minutes to City website.
- Processes accounts payable and prepares cash deposits.
- Works to solve customer complaints and issues related to assignment.
- May operate a two-way radio to dispatch service crews.
- May perform the duties of the City Clerk in his/her absence.
- Assist with municipal elections.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge** of basic English and arithmetic; correct grammar, punctuation and vocabulary; basic accounting principles; office procedures, practices and equipment; and computer software including word processing and spreadsheets.

**Ability** to acquire and apply a thorough knowledge of the functions, procedures, policies and regulations of the assigned division and department, and a working knowledge of City operations; comprehend and accurately follow verbal and written instructions; maintain records and prepare concise and accurate reports from them; organize work effectively and perform duties independently; make accurate mathematical computations; and maintain effective working relationships with those contacted in the course of work, and the ability to interpret City operations and procedures. Deal with the public in a calm and effective manner while in the midst of multiple activities.

**Skills** to word process at a minimum of 50 words per minute and to write clearly and effectively using appropriate grammar and sentence structure.

### **EDUCATION AND TRAINING**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be graduation from high school and three years of office experience that includes extensive public contact, records management and use of personal computers.

### **SPECIAL REQUIREMENTS**

Speak clearly and understandably; effectively operate a computer; hear voices and telephones; read and reach; sit for extended periods of time; and walk and bend.

### **LICENSES AND CERTIFICATES**

Depending upon the position, possession of a valid, appropriate State of California Driver's License may be required.