

**MAJOR FUNCTION**

This is advanced clerical work of a difficult nature performing duties requiring the application of more varied and involved procedures and the more frequent use of a higher degree of independent judgment in solving work problems than is found in the Clerical Assistant II class. Situations involving important departures from standard practices and procedures are referred to a superior for final decision. New assignments usually consist of statements of desired objectives, and work is usually reviewed only for achievement of desired results.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Handles difficult clerical tasks requiring independent judgment and experience. Performs such activities as making simple interpretations of laws, rules, and regulations. Assists in administering regulations in accordance with departmental procedures. Maintains cash fund, accounts, and other relatively complex financial records. Computes costs of services, and receives payments. Gives receipts and makes change. Prepares reports of funds collected and accounted for. Processes and maintains records such as legal instruments, purchasing, personnel, or other specialized records related to the activities of the particular department concerned. Prepares reports of transactions of considerable complexity involving the application of knowledge gained through experience. Deals with the public in specialized areas of service. Processes and disburses checks for all payables of the City. Performs related work as required.

**Other Important Duties**

Leads and assists clerical force in carrying out office functions and services. May serve as receptionist or assist in answering telephones. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the procedures, duties, and responsibilities of the unit of operation to which assigned. Thorough knowledge of modern office practices and procedures of business English, spelling, and commercial arithmetic. Knowledge of departmental operation. Ability to perform complex clerical work with minimum supervision. Ability to maintain complex records and to prepare reports. Skills in the application of modern office techniques and practices and in the use and care of specialized office machine equipment. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and two years of clerical and/or typing experience in an office environment. Successfully completed studies beyond the high school level may be substituted at the rate of 30 semester hours or 720 classroom hours on a year-for-year basis for up to a maximum of one year of the required experience.

**Necessary Special Requirements**

Ability to type at the rate of 35 correct words a minute. The typing requirement may be waived for designated positions allocated to this class.

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Revised: 12-04-80  
01-17-90  
08-29-91  
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02-19-10\*