SENIOR CLERK

GENERAL STATEMENT OF DUTIES: Performs responsible clerical work of moderate difficulty; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult and varied clerical work requiring a general understanding of specific law, office rules, procedures, and policies. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants.

EXAMPLES OF WORK: (Illustrative only)

-Assigns work, reviews and records work done, and instructs new employees in specialized clerical work of a unit;
-Sets up time schedules and is responsible for discipline in a unit;
-Conducts routine correspondence on matters where policies and procedures are well defined;
-Checks reports and records for clerical accuracy, completeness and proper extension;
-Collects and compiles statistics and other related information;
-Processes checks, codes and files requisitions, claims, vouchers, bills and receipts;
-Answers telephone and gives out general information or relieves at switchboard;
-Issues and records applications, licenses and permits;
-Processes, sorts, indexes, records and files a variety of control records and reports;
-Occasionally operates addressograph, mimeograph, computing, calculating, or other office machines;
-Prepares and maintains a variety of records and reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; accuracy; good judgment; neatness; tact and courtesy; integrity; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and two years of clerical experience; or any equivalent combination of experience and training.