

MAJOR FUNCTION

This is responsible, independent, complex, and highly specialized clerical work. An employee in a position allocated to this class performs a variety of complex duties that are specialized in nature, such as maintaining complex paper or computerized records and collecting and preparing data for special reports, and may also deal routinely with the public. Work is performed under the general supervision of a higher-level employee.

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

Directs clerical functions including production flow and review of a large-scale record and file system, computation unit, or similar section. Devises new work methods. Receives and responds to requests for information about the policies, procedures, functions, and programs of area assigned. Assists an administrative supervisor in planning and research activities and in developing and maintaining a special program or some phase of a departmental program. Processes contract payments, change orders, or subcontractor construction permits. Checks permit applications for completeness, required approvals, and required attachments. Operates computers to maintain computer database files. Maintains index, case and control files with coding system, and processes specialized cases and records related to activities of a particular department or division concerned. Performs related work as required.

Other Important Duties

Assists employees assigned to higher-level positions. Assists in bid procedures. May maintain file on certificates of insurance. Takes inventory. Assists in coordinating events. Orders supplies. Receives and processes mail. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the procedures, duties, and responsibilities of the unit of operation to which assigned. Knowledge of modern office practices and procedures of business English, spelling, and commercial arithmetic. Ability to perform complex clerical work with minimum supervision. Ability to maintain complex records and to prepare reports. Ability to plan, organize, and direct the work of subordinates. Ability to work with the general public as well as fellow employees. 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 three years of clerical and/or typing experience in an office environment. Successfully completed secretarial or office clerical course work 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. Successful completion of college course work may be substituted at the rate of 30 semester hours per year on a year-for-year basis for the required experience.

Necessary Special Requirement

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.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the

information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

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