

ADMINISTRATIVE CLERK I & II

DEFINITION

Under general supervision performs a wide variety of administrative and technical work in the areas of accounting, budget, data processing, investments and financial analysis; performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a higher level professional or management position. An Administrative Clerk I does not have supervisory or lead worker responsibilities. An Administrative Clerk II may be assigned lead worker responsibility. An Administrative Clerk I/II may provide support to an Administrative Assistant, and may temporarily serve in that capacity.

CLASS CHARACTERISTICS

Administrative Clerk I:

The Administrative Clerk is the entry-level classification in the Administrative Clerk series, distinguished from the Clerk II level by the experience necessary to perform the full range of duties assigned to the Clerk II level. Positions in this class typically have little or no directly related experience and work under immediate supervision while learning job tasks. As an incumbent's responsibilities and breadth of knowledge increase and as they gain experience, they may reasonably expect their position to be reassigned to the next higher class of Administrative Clerk II.

Administrative Clerk II:

This is the highest level of the Administrative Clerk series. Employees in this class normally work under general supervision and, within a framework of established procedures, are expected to perform a variety of duties with only occasional instruction or assistance. Incumbents are expected to work independently and may be responsible for giving lead direction to other clerical, part-time or temporary employees.

EXAMPLES OF DUTIES

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Performs a wide variety of clerical work including typing material from rough draft copy, marginal notes, verbal instruction, or transcribing machine recordings

Answers inquiries involving routine departmental procedures, activities and functions
Refers and reconciles complaints

Operates personal computers and related equipment and inputs data

Composes routine letter; proofreads work including that of others in the department

Sorts, indexes and files materials alphabetically, numerically and by other predetermined categories

Performs as backup to Front Counter

Performs mathematical calculations and may perform some basic posting work incidental to payroll, reports or record keeping preparation.

Operates various office equipment i.e., calculator, multi-line phone, and photocopiers

Responsible for carrying out the mission of the City and the department and adherence to the City's and departmental organizational values

Performs other duties as assigned

Administrative Clerk II additional duties:

Updates Projection Data, including payroll projections - monthly

Drafts responses for general correspondence

Takes minutes and notes at meetings

Provides administrative support to the Human Resource Department

Verifies columns of figures, checks and tabulates statistical data and performs mathematical calculations

Prepares Finance daily deposits

Verifies Accounts Payable edit batches

Reconciles travel expenses

Performs cash drawer audits

Enters new vendors & W-9

DUI Billing & Reconciliation

Senior Center rent billing, repairs / phone billing

KCBID Billing

Manage Cal-cards

Redevelopment loans, stale checks, sales & Use Tax, TOT monthly Auto Zero charges, NSF Check processing and Form 1098

Performs monthly and year-end account reconciliations

Assists in Annual Budget Production

May be responsible for giving lead direction to other clerical, part-time or temporary employees

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Any combination of formal and informal education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

ADMINISTRATIVE CLERK I:

High school diploma or equivalent and six (6) months' recent, clerical experience and training.

ADMINISTRATIVE CLERK II:

High school diploma or equivalent and two (2) years of recent, full-time clerical experience equivalent to the duties of an Administrative Clerk OR one (1) year experience as an Administrative Clerk I for the City of Ridgecrest.

Knowledge, Skills and Abilities:

Standard office practices and procedures, including filing and records management; The function and use of standard office equipment; Computers and computer applications including spreadsheets, databases, and word processing; Business English, including spelling, grammar and punctuation; Business arithmetic; Skilled in preparing clear, concise and effective written materials; Maintaining accurate records and files; Use of computers and computer applications and software including Microsoft Word, Excel and PowerPoint; Establishing and maintaining effective working relationships with those contacted in the course of the work; Making arithmetical calculations quickly and accurately

Ability to type at a speed necessary for successful job performance; Sort and verify statistical and other financial data; Make mathematical computations; File and maintain office records; Deal tactfully and courteously with the public; Understand and carry out oral and written directions

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I; 4,7,12.