

CITY OF SALINAS

ADMINISTRATIVE CLERK I/II

BARGAINING UNIT/CLASS CODE:

SMEA / E22 (I) E12 (II)

DEFINITION

To perform a wide variety of general clerical duties related to the function and department assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Clerk I: This is the entry-level class in the Administrative Clerk series and is distinguished from the II level by the inability to perform the full range of duties assigned to the II level. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED

Administrative Clerk I: Receives immediate supervision from management, professional, technical, or higher level clerical position. May receive functional or technical supervision from department staff. Exercises no supervision.

Administrative Clerk II: Receives general supervision from management, professional, technical, or higher level clerical position. May receive functional or technical supervision from department staff. May exercise functional or technical supervision to other clerical classes.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Perform general clerical related to assigned functional area and department. Type, proofread and process a variety of documents including general correspondence, memos, and statistical charts from rough draft, dictaphone recordings or verbal instructions. Act as a receptionist; answer the telephone and wait on the general public, giving information on department policies and procedures as required. Perform a wide variety of routine clerical work including filing, billing, checking and recording information on records. Sort and file documents and records, maintaining alphabetical, index, and cross-reference files. Compile information and data for statistical and financial reports. Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports. Operate standard office equipment. Receive, sort and distribute incoming and outgoing correspondence. Order office supplies and submit expense claims. Type and distribute minutes from meetings. Prepare and maintain address lists, events lists or other records. May assist in scheduling and coordinating workshops, meetings and other special events. Promote and maintain safety in the work place. Prepare book orders as necessary. May maintain complex files and filing systems. Enter data into computer. May schedule appointments as necessary. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

**CITY OF SALINAS
ADMINISTRATIVE CLERK I/II (continued)**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation. Office methods and equipment including filing systems. Computer usage. **Administrative Clerk II:** Organization, procedures and operating details of City department to which assigned.

Ability to:

Learn the organization, procedures and operating details of City department to which assigned. Perform routine clerical work including maintenance of appropriate records and preparation of general reports. Verify and check files and data. Understand and carry out oral and written directions. Perform simple mathematical calculations. Establish and maintain effective working relationships with City staff and the public.

Skills to:

Administrative Clerk I: Type at a speed of 40 words per minute. **Administrative Clerk II:** Type at a speed of 50 words per minute.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties should be any combination equivalent to completion of high school/GED and one year of general clerical experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 12-03, REV: 8-05