



## CLERK 4

### FUNCTIONAL DEFINITION:

This is a responsible supervisory clerical work involving direct supervision of a large office unit or non-supervisory work of comparable management responsibility. An employee in this class is usually responsible for supervising a large group of employees in a wide variety of complex clerical and machine operations and for coordination of specialized functions with departmental operations. Assignments may include the performance of highly specialized and technical activities performed independently. Work involves making independent operating decisions based upon experience and knowledge of departmental operations. Advice and procedural standards are usually available in difficult cases. Technical or policy problems and changes in procedures are discussed with administrative officials and operating changes are usually made subject to their approval. Supervision is received through personal conferences, general observation of work in progress, and the review of completed work and reports by a supervisor.

### EXAMPLES OF WORK PERFORMED:

- Plans, assigns and reviews work of a large clerical staff engaged in routine auditing, computation or other comparable work
- Supervises a large office services section, maintaining personnel, perpetual inventory, payroll, appropriations, receipts and other records
- Supervises the review and verification of payroll time sheets, withholding tax and other deductions in a large department and makes adjustments when necessary; performs other work related to payroll preparation
- Supervises a large office services section providing mailing, addressing, duplicating, supply, janitorial and similar services; acts as property officer for a department; determines needs for and requisitions supplies for an entire department; supervises the maintenance and repair of office equipment; determines budgetary requirements for supplies and equipment
- Supervises the maintenance of personnel records of a department, which shows status, title, salary, date of appointment and other related data; makes certification from eligible registers upon request; advises departments on questions pertaining to records
- Supervises the preparation of difficult correspondence involving the adjustment of complaints, supplying information explaining departmental procedures and interpreting and applying rules to individual cases
- Maintains cost records on automotive equipment; processes and maintains related records such as fuel, repairs and depreciation costs; recommends the purchase of new equipment as the operation of present equipment becomes un-economical
- Relieves an executive of administration detail by interviewing the public, dictating correspondence, preparing reports, assembling budget data and performing other work as directed
- Performs related work as required

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern office practices, procedures and equipment
- Considerable knowledge of business English, spelling and arithmetic
- Considerable knowledge of departmental policies, rules, regulations, procedures, organization and functions
- Knowledge of the principles and practices of office management and supervision
- Knowledge of office record keep and reporting
- Some knowledge of bookkeeping and methods and principles
- Ability to prepare operating and statistical tabulations and reports and to make difficult mathematical computations accurately
- Ability to plan, assign, and coordinate the work of a large clerical staff
- Ability to establish and maintain effective working relationships with other employees and the general public



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## **MINIMUM EXPERIENCE AND TRAINING:**

Four years of progressively responsible experience in clerical, typing, stenographic or secretarial work. Appropriate formal post high school training may be substituted for the required experience on a year-to-year basis; or any equivalent combination of experience and training.