



CLERK 3

FUNCTIONAL DEFINITION:

This is responsible clerical work involving direct supervision over a moderate size office unit or advanced clerical work of comparable responsibility. An employee in this class is responsible for a variety of complex clerical operations frequently requiring specialized clerical knowledge. Employees are responsible for making decisions requiring knowledge of applicable functions, rules and regulations of the organization in which employed; however, technical or policy problems are normally referred to supervisors for decision or explanation. Work is reviewed by a superior through a review of reports and general observation of daily operations for compliance with established procedures and practices.

EXAMPLES OF WORK PERFORMED:

- Plans, assigns and reviews the work of a moderate-size clerical staff engaged in processing fiscal, personnel, educational, medical or other departmental records
- Supervises the clerical function and work production, flow and review of a large record and files system, computation unit or similar section of a state department
- Determines the need for and prepares requisitions covering the supply needs of a large department; prepares specifications; processes approved requisitions to cover emergency purchases; maintains records relating to the status of individual requisitions and all other matters relating to the purchasing process
- Keeps cumulative records of statewide retail stores sales activities; analyzes kinds and volume of merchandise sold and determines the volume of items to be stocked in stores
- Assists a superior in a variety of administrative detail matters and supervises office and non-technical operations
- Acts as office manager for a small geographical unit of the State Highways Department, supervising the processing and maintenance of personnel, equipment and supply records; compiles special and regular reports
- Maintains cost records that do not require any technical knowledge of accounting in accordance with established procedures; allocates cost items to a variety of accounts according to prescribed classifications; prepares standardized reports and statements
- Performs involved claims computations where there are deviations in methods and procedures and necessitates applying several regulations.
- Performs related work as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of modern office practices, procedures and equipment
- Considerable knowledge of business English, spelling and arithmetic
- Knowledge of departmental rules, regulations, procedures and functions
- Some knowledge of the principles of office management and supervision
- Ability to develop, lay out, and install clerical procedures and operations from general instruction; and to plan, assign and coordinate the work of a moderate size clerical staff
- Ability to keep complex records and to prepare periodic reports from such records
- Ability to apply and interpret departmental policies and procedures
- Ability to prepare clear and concise oral and written reports
- Ability to establish and maintain effective working relationships with other employees and the general public

MINIMUM EXPERIENCE AND TRAINING:

Three years of experience in clerical work, including six months of supervisory or office management experience; and graduation from high school; or any equivalent combination of experience and training.