

CLASS TITLE:

CHIEF CLERK

Class Code: 02412500

Pay Grade: 16A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the work of a centralized office unit engaged in performing a large volume of varied routine and difficult clerical tasks required for the execution of a major departmental function; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is reviewed usually upon completion for conformance to established policies, rules regulations and procedures.

SUPERVISION EXERCISED: Plans and makes work assignments; supervises and reviews work of clerical subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the work of a centralized office unit engaged in performing a large volume of varied routine and difficult clerical tasks required for the execution of a major departmental function.

Following established procedures, to be responsible for planning the clerical work program and making work assignments involving such operations as compiling, preparing and verifying data, and including the making and verifying of arithmetical computations, posting to and maintaining office records and processing of forms; to supervise and review the work of subordinates for the purpose of assuring the accuracy and propriety of work performed in order to facilitate effectively and promptly the objectives and functions of the unit.

To be responsible for recommending improvement in clerical procedures, use of forms and records and other matters relating to the clerical work processes of the unit.

To consult with and make recommendations to a superior on clerical matters not covered by rules, regulations or established procedures.

To assist a superior by making important but routine contacts with the public, state officials and employees, etc.

To dictate routine and non-technical correspondence relating to the work of the unit.

As required, to prepare, personally, special reports relating to the work of the unit.

To interpret and apply rules and procedures relating to the work of the unit.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of office practices, commercial arithmetic and business English; the ability to plan and make work assignments, supervise and review the work of the staff of a centralized office unit engaged in performing a large volume of varied routine and difficult clerical tasks and maintaining records and files relating thereto; the ability to interpret and apply rules and explain procedures relating to the work of the unit; the ability to prepare clear and concise oral and written reports; the ability to recommend improvement in office procedures, use of forms and records and other matters relating to the work of the unit; the ability to establish and maintain effective working relations with other employees and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment involving supervision of the work of a small staff engaged in performing varied routine and difficult clerical tasks.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 6, 1974

Editorial Review: 3/15/03