

**CLASS TITLE:**

**SENIOR CLERK**

**Class Code: 02412300**

**Pay Grade: 08A**

**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform varied clerical work of a difficult and responsible nature and which requires the exercise of independent judgement in following clearly prescribed procedures; and to do related work as required.

**SUPERVISION RECEIVED:** General instructions are received at the beginning of each new task; detailed instructions are received as to performance of unfamiliar tasks; work is subject to review for accuracy and completeness.

**SUPERVISION EXERCISED:** Generally none, but in some cases may supervise one or two subordinates engaged in routine clerical work.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform varied clerical work of a difficult and responsible nature and which requires the exercise of independent judgement in following clearly prescribed procedures such as:

to prepare, verify and process requisitions, vouchers, claims and other records, forms or reports of a clerical nature related to fiscal activities; to process time, leave, travel, appointment, payroll or other personnel and related records, forms and reports; to index and file records, forms, reports, etc.; to proofread typewritten material; to assemble, compile, verify and analyze routine statistical clerical data, including the preparation of tables and charts prescribed by a superior; to code data to be used for mechanical tabulations; to prepare, verify, process and maintain other varied and important office records and reports.

To perform receptionist duties such as receiving visitors, giving them information of a routine or non-technical nature, or referring them to proper persons for requested information; to assist the public in the preparation of forms or records.

To supervise the work of a few persons engaged in performing simple and routine clerical and filing tasks.

To operate office equipment such as calculators and adding machines, as required, in the performance of clerical duties under conditions not requiring skilled operation of such equipment.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of office practices, commercial arithmetic and business English; the ability to understand and carry out complex written and oral instructions; the ability to make moderately complex arithmetical computations and tabulations accurately and with reasonable speed; the ability to make minor decisions on the basis of precedents and regulations and to apply them to work problems; the ability to establish and maintain effective working relationships 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 in a position which involved the performance of simple routine repetitive clerical work.

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

Class Revised: June 9, 1974

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