ADMINISTRATIVE CLERK

DEFINITION

Under general supervision of the Director of Finance and Administration, this non-exempt Administrative Clerk classification serves as a clerk to various departments; performing a wide variety of administrative detailed work; clerical work; responsible support work; and other related work as required.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all the duties and responsibilities of the Administrative Clerk classification:

Administration Duties:

- Operates telephone main module and routes incoming calls as necessary.
- Establish and maintain wide variety of District files.
- Receive and screen visitors, customers and vendors/provide information or refer to other staff/departments as necessary.
- Receives, date stamps and distributes mail and courier service delivered items to various departments.
- Process Purchase Orders.
- Assist with preparation or transcribing of various meeting minutes.
- Compose a variety of general correspondence, reports and other documents and check for accuracy, completeness and compliance with established standards.
- Participate in staff meetings and other meetings as required.
- Responsible for pre-and-post weekly Board meetings to include room set-up, catering and clean-up.
- Maintain calendars for management and other staff, as assigned.
- Maintain and operate a variety of office equipment, office supplies and household supplies.
- Assist with tracking and logging various District functions/activities.
- Provide work coordination and relief with temporary office staff support and other departments.
- Assist with website maintenance.
- Perform other related duties as assigned.

Typical Physical Activities:

- Regularly uses a telephone for communication.
- Work in an office environment; lift and move objects up to 15 pounds such as large binders, books, small office equipment and boxes.
- Use and maintain office equipment such as computers, calculators, copiers, scanners, printers, facsimiles, audio-visual equipment and mobile devices.
- Sit for extended periods of time.
- Hearing and vision within normal ranges.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, principles, procedures, policies and precedents of administrative support work.
- Development and maintenance of electronic filing methods, record management and recordkeeping systems.
- Computer systems and software applications.
- Contents of contracts, agreements, memorandum of understandings and other documents as they relate to District operations.
- Modern office practices and technology.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Use computers and their associated software in the performance of office and administrative support assignments.
- Work independently performing clerical and administrative functions.
- Exercise administrative judgment and discretion in fulfilling job tasks.
- Knowledge of grammar, spelling and basic computations.
- Follow oral and written directions.
- Prepare and organize a variety of information.
- Type at a rate of at least 55 words per minute.
- Perform research and prepare reports.
- Effectively represent the District, including its programs and policies, with the public and other agencies.
- Proofread various documents for accuracy.

QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Certification/Education/Experience/License:

- Certification:
  - No certification is required

- Education:
  - Possession of a high school diploma or equivalent.

- Experience:
  - Three (3) years of increasingly responsible experience in performing a variety of office and administrative support work.

- License:
  - Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
  - Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job.