

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1540
Approved by C.S.B.
January 8, 2003

SENIOR CLERK

DEFINITION

Under general supervision, performs a variety of difficult clerical and document production work and performs other related work as required.

DISTINGUISHING FEATURES

Positions in this class perform highly responsible clerical work and may be responsible for providing lead direction for clerical employees and/or for the independent performance of particularly difficult and specialized clerical work. Work in the class is distinguished from that of higher classes by the limited administrative and supervisory responsibilities. Work in the class is distinguished from that of lower classes by the level of independent responsibility and by the greater independence with which an incumbent is expected to operate. Incumbents are able to perform the full range of duties assigned with only occasional instructions or assistance as unusual or unique situations arise.

EXAMPLES OF DUTIES

1. Performs responsible and difficult clerical work for a department or division.
2. Performs difficult and responsible typing, document production and data organization through the use of a variety of office equipment including typewriters and computers.
3. Prepares a variety of materials from written or oral instructions or transcription equipment including correspondence, reports, charts, spreadsheets and statistical data that may be complex and/or sensitive; composes routine correspondence or prepares draft documents for review.
4. Establishes and maintains complex and confidential files and recordkeeping systems; maintains inventories and orders supplies; maintains various manuals, logs and schedules, and updates resource materials; copies, collates and distributes information; opens, sorts and distributes mail.
5. Answers telephones and receives visitors; schedules appointments, maintains calendars and arranges and coordinates meetings and events.
6. Provides information, routes inquiries, resolves complaints and interprets and explains policies and procedures and ensures appropriate distribution and release of confidential or sensitive information.
7. May coordinate various projects or activities as assigned and assist in the development of office procedures.
8. Collects and reviews information, compiles and interprets data, and prepares various reports and summaries.
9. Performs complex arithmetic calculations and may perform various department or division accounting activities.
10. May maintain petty cash fund, accept payment of fees and/or maintain and process cash records and perform bookkeeping activities.
11. May provide lead direction and training for clerical employees.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Three years of responsible clerical and typing experience involving public contact, telephones, recordkeeping, file maintenance, word processing, data entry and advanced level computerized document production and records retention work.

Knowledge

Knowledge of modern office practices and procedures; modern office equipment including computers; filing, indexing and cross-referencing methods; correct English usage, spelling, grammar and punctuation; business letter writing and report preparation; various document formats and presentations.

Ability

Ability to perform both complex and routine clerical work with speed and accuracy; effectively operate a variety of modern office equipment including computers, word and data processing equipment and related software; interpret and apply established policies, procedures and codes; interpret and analyze information; prepare complex records and reports; perform arithmetic calculations; work effectively under pressure and with frequent interruptions; use initiative and exercise independent judgement; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Typing Skill

Ability to type from clear printed copy at a speed of 50 net words per minute.

Other Requirements

Selected positions in the Police Department hired after 1-1-92 may be required to work rotating or irregular shifts including nights, weekends and/or extended hours.

Selected positions require possession of a valid California Driver's License and a satisfactory driving record as a condition of initial and continued employment.