

GENERAL CLERK IV

NATURE AND VARIETY OF WORK

This is senior level advanced clerical work. Incumbents in this class are responsible for performing the more complex and advance clerical assignments. Responsibilities may include leading and training subordinate clerical personnel in the performance of a variety of clerical functions within a unit or a Division. This class is distinguished from the General Clerk III class by the lead work responsibilities and the responsibility for monitoring operational effectiveness in some departments or the technical aspects of the work in other departments. Work is performed independently under the general supervision of a designated supervisor and is evaluated in terms of quality, quantity, completeness and accuracy. Incumbents may be required to work rotating shifts.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

May train and lead subordinate level clerical personnel in performing various clerical processes.

Receives, processes, and disseminates applications and records; may expunge records on the order of the courts.

Greets visitors, answers inquiries concerning specialized functions of an office or agency.

Reviews and edits data prepared for entry into automated systems.

Screens consumer complaints; advises consumer of various avenues upon which to obtain remedy.

Prepares purchase orders and maintains numerical files and cost ledgers.

Checks purchase requisitions, payment requests, expense reimbursements and travel requests.

Types routine letters, memoranda, reports, etc. from drafts.

Assists with accounting/budget/financial management tracking.

Analyzes computer printouts, compiles and tabulates data and prepares related reports.

Codes, enters, and retrieves information in alpha, cross reference or numerical file as required in establishing filing system.

May monitor counter, CB radio Channel 9 and video system.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of applicable computerized information systems.

Considerable knowledge of standard formats for data entry and preparation of information.

Considerable knowledge of modern office practices, procedures, and equipment.

Considerable knowledge of business English, spelling, and arithmetic.

Considerable knowledge may be required of the Telex On-Line System, Criminal Justice Information and Remote Job Entry System.

Considerable knowledge may be required of standard formats for data entry and preparation of crime, offense and management information.

Ability to maintain records and files and to prepare accurate and concise reports from such records.

Ability to plan and lead the work of subordinate clerical employees.

Ability to type accurately at an acceptable rate of speed.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability may be required to take and transcribe dictation.

MINIMUM QUALIFICATIONS

Must have experience at the General Clerk III level equal to the length of the probationary period; or six (6) months of experience performing diverse clerical tasks and one

(1) year of education above the high school level which includes coursework in computer data entry, secretarial subjects or business administration. Any equivalent combination of relevant education, training and experience will also be accepted.

EXAMINATION

Applicants may be required to pass written, performance or other tests.

CREATED: 10/88