

CLERK III

DEFINITION

Performs a variety of complex clerical and administrative work requiring specialized knowledge and involving frequent and responsible contacts.

DISTINGUISHING CHARACTERISTICS

A Clerk III assumes functional responsibility for a general administrative and clerical activity. The work of this class requires the exercise of independent judgment in the interpretation and application of rules, procedures, policies, and precedents and may involve the indirect supervision of lower level-clerical staff.

A Clerk II performs a wide variety of journey-level general clerical duties within a framework of established procedures. The work of this class requires a knowledge of clerical systems and procedures, and the ability to choose among a limited number of alternatives in solving routine problems.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher-level administrative positions.

Assignments may require the indirect supervision of other clerical positions.

EXAMPLES OF DUTIES

Plans, schedules and performs a variety of complex clerical and administrative work related to the specialized function to which assigned.

Conducts transactions with school personnel or the public in matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.

Supplies information involving facts and interpretations.

Prepares documents based on data obtained from records and other sources and processes them in accordance with prescribed procedures.

Compiles information for reports and transactions and assists in the consolidation and presentation of data.

Maintains system of files and records; establishes and maintains systems to insure accountability and controls.

EXAMPLES OF DUTIES (continued)

Composes correspondence and prepares reports independently or from oral instructions.

Operates various office machines; may do incidental typing.

Investigates general clerical procedures and develops recommendations regarding such areas as forms and reports, schedules, filing systems, flow of information, etc.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Office practices, supplies and equipment.

Appropriate laws, rules, and regulations.

Ability to:

Plan, lay out and conduct clerical operations involving transactions requiring effective accountability and accurate controls.

Learn, interpret, and communicate effectively rules, regulations, policies and procedures.

Performs clerical and administrative work involving independent judgment, accuracy and speed.

Make incidental but accurate use of a typewriter and operate computer data entry equipment.

Provide technical and functional supervision to other clerical employees.

EMPLOYMENT STANDARDS

Minimum Requirements:

Two years of increasingly responsible clerical work which has involved some incidental typing.