

SENIOR ADMINISTRATIVE CLERK**POSITION DESCRIPTION:**

Under general supervision of assigned manager; employee(s) in this classification perform a variety of clerical duties and basic accounting duties, which may be assigned and monitored by a Senior Administrative Assistant.

CLASS CHARACTERISTICS:

Positions at this level perform a variety of clerical duties, basic accounting duties and maintenance of records and files.

EXAMPLE OF DUTIES: (May include, but is not limited to the following):

1. Provide responsible clerical support to assigned managers
2. Make appointments, maintain appointment schedules and calendars; make travel arrangements
3. Compose, under general direction or from oral instructions, note or rough draft a variety of materials including interoffice communications, work orders, forms, letters, memoranda, bulletins, charts, flyers, brochures; review and proofread a variety of documents
4. Order, receive and distribute a variety of supplies and equipment; maintain levels of inventory as required. May obtain information on prices of material, equipment and supplies
5. Provide back-up support to other office staff
6. Process incoming and outgoing mail
7. Create and maintain a variety of files and records; including databases, forms, reports, mailing lists and correspondence
8. Monitor, verify, balance and adjust accounts; post, assemble and tabulate accounts or budgets as required; collect cash, record transactions and deposit monies as required
9. Perform receptionist duties; screen calls and visitors and refer inquiries to appropriate personnel
10. Perform related duties as assigned

QUALIFICATIONS:**KNOWLEDGE OF/ABILITY TO:**

1. Basic bookkeeping and recordkeeping principles and procedures using modern office equipment and software
2. Learn and understand the organization and operation of the department and how to contact & interact with outside agencies as necessary to assume assigned responsibilities
3. Maintain filing systems
4. Perform basic mathematical calculations quickly and accurately using a calculator
5. Proper English usage, spelling, grammar and punctuation
6. Business letter writing techniques
7. Use modern office technology. Must possess intermediate computer skills and have the ability to learn and use various software programs
8. Type accurately at a minimum of 50 words per minute with a maximum of 3 errors
9. Communicate clearly and concisely, both orally and in writing
10. Understand and carry out oral and written instructions
11. Perform requirements of the job with reasonable accommodation
12. Establish and maintain effective working relationships with those contacted in the course of work
13. Under general direction, compose routine correspondence

SENIOR ADMINISTRATIVE CLERK

14. Understanding of and the ability to compile and maintain financial and database records and independently prepare general financial, statistical and narrative records, files and reports
15. Coordinate meeting or conference arrangements

EXPERIENCE AND TRAINING:

High School diploma or equivalent and experience that indicates possession of the knowledge and skills necessary to perform the duties listed above, including two (2) years responsible clerical office experience or completion of specialized clerical courses or certified secretarial program and one (1) year responsible clerical office experience

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Hearing and speaking to exchange information
Sitting for extended periods of time
Lifting, carrying, pushing and pulling objects up to 25 pounds
Bending at the waist, kneeling or crouching to shelve and retrieve materials
Reaching overhead, above the shoulders and horizontally

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Adopted:

2/23/93

Revised: 1/2014

Salary Schedule 6, Range 12

7.5 hours day, 12 months