

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Administrative Clerk**

DEFINITION:

Under direction, to perform a variety of difficult clerical work; or to be responsible for and perform specialized clerical work of a difficult and complex nature; and to perform related work.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Sets up and maintains complex filing systems.

Reviews a variety of reports, forms, and records for accuracy, completeness, and compliance with applicable statutes.

Posts information to control records where judgment must be exercised in the selection of data.

Prepares special and periodic reports which involve compiling materials and data from a number of sources, assembles and summarizes information and works out details of presentation.

Gives information to the public or staff where judgment and interpretation of policies, procedures or regulations are required.

Plans clerical operations.

May lead the work of other employees.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Substantial office clerical experience is required which indicates progressively responsible work assignments, including interpreting complex procedures or regulations, public contact assignment; operating a variety of office equipment including computer terminals.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Office clerical procedures

Proper formats for correspondence and reports

Operation of standard office equipment including a computer, typewriter, calculator

Appropriate English usage

ABILITY TO:

Type at a speed of 50 wpm

Type reports, narrative and statistical reports, correspondence and forms

Make arithmetic computations

Set up and maintain complex filing and record keeping systems

Communicate orally and in writing

Maintain effective relationships with the staff and the public

Perform clerical detail such as posting to records or charts, reviewing forms or computer reports for accuracy

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office/school setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established: 12/81

Revised: 5/95, 5/98