

April 13, 2018

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY: Clerk III – City Clerk’s Office
Full time – 40-hour work week

SALARY: 31E - \$19.30 to \$27.86 per hr. (hired before 7/1/03)
\$19.30 to \$26.21 per hr. (hired after 7/1/03)

NATURE OF WORK: PLEASE READ ATTACHED Job Description

QUALIFICATIONS: High school diploma or the equivalent plus four years of progressively responsible clerical experience including public contact, or an equivalent combination of education and qualifying experience substituting on a year-for-year-basis.

HOW TO APPLY: Applications for Promotion/Transfer are available in the Personnel Department. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: Monday, April 23, 2018.

Clerk III

General Description

This is highly responsible clerical and technical work at the advanced level involving public contact, record keeping and the processing of forms and documents.

Work involves responsibility for providing clerical support to an assigned department or function. Duties include explaining programs administered by the department to the public, fulfilling technical requirements, determining eligibility for programs and performing related clerical tasks. This position also has the responsibility for making difficult clerical and technical decisions. The work requires that the employee have considerable knowledge, skill and ability in general office procedures.

Supervision Received

Works under the general supervision of a City official or departmental supervisor.

Examples of Duties

Explains technical requirements of programs administered by department. Determines eligibility for programs and carries out procedures as established by state statutes.

Types or word processes correspondence, index cards, information of forms, documents reports and statistics from copy, rough draft or own compiled information.

Maintains files and filing systems. Files documents.

Answers telephone and directs callers, takes messages or answers procedural questions. Screens, greets, directs and announces visitors.

Performs wide range of posting, tabulation and calculating. Maintains complex records and accounts.

Processes forms documents, and public records within generally established procedures. Checks for adherence to requirements.

Maintains event calendars and calendars or logs of own tasks. Schedules routine and special meetings.

Composes routine and specialized correspondence and documents from notes, verbal instructions or standard text.

May oversee work of lower clerical classifications, as assigned.

Performs related work as required.

Clerk III (continued)

Knowledge, Skills and Abilities

Considerable knowledge of general office procedures.

Considerable knowledge of the operations of standard office machines.

Considerable knowledge of business English.

Skill in typing at the net rate of 50 wpm.

Considerable ability to follow oral and written instructions.

Considerable ability to perform administrative procedures.

Considerable ability to learn the operations of the assigned department.

Considerable ability to establish and maintain effective working relationships with co-workers, customers and the general public.

Some ability to oversee the work of others.

Qualifications

A high school diploma or the equivalent plus four years of progressively responsible clerical experience including public contact, or an equivalent combination of education and qualifying experience substituting on a year-for year basis.