

## **ADMINISTRATIVE SENIOR CLERK**

### Definition:

Administrative and clerical work in assisting an administrative secretary and the department head in the discharge of duties; all other office related work as required.

### Distinguishing Characteristics:

Works under general supervision, although work may be performed with some measure of initiative and independence.

Perform a variety of duties requiring the exercise of judgment, discretion and tact.

Some effort required to detect errors that may affect other employees.

Make frequent contact with other departments and vendors doing business with the agency.

Has access to department-oriented confidential information.

Negligible physical effort demanded in performing duties under typical office conditions.

### Examples of Work:

Maintain complex financial department records.

Prepares and processes a variety of documents which may include correspondence, reports, bills, warrants, vouchers and forms; operates a computer, calculator and other office equipment.

Checks, sorts, records and files various materials.

Responsible for preparing various complicated reports for local, state and federal officials.

Prepares and processes department payroll and bills payable vouchers.

When necessary, assist the public in the office and on the telephone by furnishing a variety of information, providing assistance in making computations, and resolving a variety of problems.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education and Experience:

High School graduate or equivalent including or supplemented by classes in computers and software pertinent to a business and office environment; two years experience in a clerical and/or accounting setting; or any equivalent combination of education/certification and experience.

Knowledge, Ability and Skill:

Working knowledge of office practices and procedures and bookkeeping principles. Ability to maintain clerical and statistical records. Ability to deal effectively and tactfully with the public. Skill in various computer software programs and a strong working knowledge of computer operations is necessary.