

CITY OF REDWOOD CITY ADMINISTRATIVE CLERK III

DEFINITION

To perform a wide variety of difficult and responsible clerical duties as required in the assigned departments.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Administrative Clerk series. Positions assigned to this class are expected to exercise considerable initiative and judgement. Incumbents are normally expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual public relations problems. Work is normally reviewed from time to time as an evaluation of continuing job performance or when specific errors are brought to the attention of the supervisory personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management, professional, technical or higher level clerical positions. Functional or technical supervision may also be received from department staff.

Exercises functional or technical supervision over other clerical classes.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Type material of a confidential nature consisting of letters, reports, memoranda, and other material from rough draft, notes or machines recordings.

Perform a wide variety of clerical work including filing and billing.

Check reports, records, and other data for accuracy, completeness, and compliance with established standards.

Prepare departmental payrolls.

Act as receptionist; answer the telephone and wait on the general public, giving information on department policies and procedures.

Maintain complex files; assemble material and type financial or statistical statements, requisitions, bills, and other forms requiring the use of initiative and independent judgement.

Perform routine purchasing and requisitioning of a variety of specialized supplies, materials and equipment; monitor and maintain budget and purchasing accounts.

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Prepare and maintain a variety of personnel, purchasing, financial, or statistical records.

Open, screen, and route incoming mail.

Maintain office supplies and order supplies as needed.

Operate a word processor.

Supervise and train clerical assistants.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operations, procedures, specific rules and precedents of the City office or department to which assigned.

English usage, spelling, grammar and punctuation.

Office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing.

Standard office machines and their operation.

Ability to:

Perform difficult and responsible clerical work with speed and accuracy.

Make decisions in procedural matters without immediate supervision.

Prepare and maintain accurate and complete records and reports.

Operation of a word processor may be required.

Make arithmetical calculations with speed and accuracy.

Understand and carry out both oral and written directions.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

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Physical Characteristics:

Must be in sufficiently good health to perform job duties.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in typing and general clerical work.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by specialized clerical courses.

License or Certificates:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Special Requirements:

Bilingual ability may be required

Effective Date: February, 1985

Bargaining Group: Service Employees' International Union - Local 715