

PERSHING COUNTY CLASS SPECIFICATION

ADMINISTRATIVE CLERK 1/11

DEFINITION:

Under general supervision, performs a broad range of clerical duties, provides service to the public and specialized clerical administrative support to County departments; and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS:

Administrative Clerk I is distinguished from Administrative Clerk II in that the latter is fully cross trained in all areas of the office and works independently to provide direct public service and is assigned a full range of duties and responsibilities.

Administrative Clerk I is an entry level class initially under close supervision, as experience is gained incumbent works more independently within established guidelines. Progression to Level II is based upon certification by the department head that the employee meets the qualifications for Level II. Employees in the class of Administrative Clerk I are normally expected to qualify for promotion to Administrative Clerk II within eighteen months of appointment.

Administrative Clerk I/II is distinguished from Administrative Specialist in that the latter is assigned duties which may include learned technical expertise such as County-wide bookkeeping, clerical accounting, information systems coordination and/or department office management authority.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are least likely to be essential functions for any single position in this class.

1. Interacts with the public; receives and screens visitors and telephone calls and takes messages; schedules appointments; greets people visiting the office; provides factual information regarding County or unit activities and functions; assists the public and other departments or agencies in person and by phone by answering inquiries related to department records, services and programs; receives complaints and attempts to resolve them; explains rules, policies and procedures; explains proper use and completion of forms and documents.
2. Prepares documents; types correspondence, reports, forms and specialized documents related to the functions of the assigned unit from a variety of sources; may compose standard correspondence from brief instructions; proofs typed and other materials for accuracy, completeness, compliance with departmental policies and applicable regulations, and for correct English usage, including grammar, punctuation, and spelling; reviews computer-produced and typed reports for accuracy, researches exceptions and makes corrections as required.
3. Prepares reports; compiles and assembles information from files, records and regulations in response to inquiries for general or specific technical information; types a variety of material including graphs, charts, reports, financial statements, resolutions, forms, and legal documents; composes correspondence; gathers information from documents and contact with other offices and agencies; enters and retrieves data and prepares periodic or special reports from computer systems; sets up or creates special formats, reports, spreadsheets and databases using programmed software to meet departmental needs.

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4. Generates reports; enters, edits and retrieves data and prepares periodic or special reports from computer systems following established formats and menus; may create reports, spreadsheets, and other documents based on predetermined criteria using programmed software.
5. Maintains records; prepares and updates a variety of records, forms, and reports which require consolidation of materials from several sources; maintains records and processes forms; codes data for processing; posts information to records; verifies information and makes corrections.
6. Reviews and processes accounts payable for payment; checks for compliance with applicable budget, accounting, and other regulations; organizes, prepares and codes invoices; sets up new vendor files and updates vendor list; prepares checks for signature; receives and verifies bills, invoices, vouchers, purchase orders, claims and related materials ; tabulates amounts; prepares billings for services; reviews bills before mailing; adjusts and corrects accounts; collects fees, fines and other monies; prepares bank deposits and reconciles to daily receipts; prepares checks for daily receipts; reconciles bank statements.
7. Establishes and maintains office files; researches and compiles information from files; purges files as required; maintains and processes a variety of records and transactions; determines acceptability of information and selects proper procedures; codes and classifies data; compiles summaries; identifies and corrects deletions and omissions.
8. Provides clerical support to one or more Committees, Boards or Commissions; compiles materials for meetings; maintains files; prepares agendas; may take notes, and summarize results of meetings; opens and distributes mail, processes outgoing mail, prepares requisitions, and performs other general office support services; establishes, revises and maintains departmental filing systems; operates standard office equipment, including word processors, personal or on-line computers , fax machines, copy machines, and telephones.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

Knowledge of office practices and procedures, including filing and the operation of standard office equipment; basic record keeping principles and practices; correct English usage, including spelling, grammar and punctuation; business arithmetic.

Ability to: understand and apply specific rules, codes, regulations, and procedures; perform detailed office support work; make appropriate decisions independently and in accordance with established policy; operate standard office equipment including a word processor or computer terminal; organize and maintain accurate files and records; establish and maintain effective working relationships with employees and the general public; provide factual information both in person and on the telephone; accurately type at a rate sufficient to perform assigned duties.

Special Requirements

Some positions may require possession of a valid Nevada driver's license at time of appointment.

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Experience and Training

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Level I: Some experience performing routine administrative office clerical duties.

Level II: One year of experience performing routine administrative office clerical duties.

Physical Demands

Strength, dexterity, coordination and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to 25 lbs. such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Computer use on a daily basis.

FLSA Status: Non-Exempt

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed