

ADMINISTRATIVE CLERK II

POSITION SUMMARY: Office and clerical work of routine difficulty; performs related work as required or assigned. This is a Working/Journey position works under supervision. Positions at this level are assigned a broad range of duties in the occupation. The employee uses judgment in selecting appropriate guidelines and in applying general policies and procedures. Significant deviations from established work processes require prior approval. The work produced and decisions made affect non-routine operations of the work unit. The employee applies knowledge to diversified subject matter, requiring some judgment in applying established procedures and guidelines.

EXAMPLES OF DUTIES: 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 that are **least** likely to be essential functions for any single position in this class.

- * Answers routine questions.
- * Compiles reports and summaries of work.
Maintains and controls complex filing systems.
Operates a variety of office machines.
Performs special projects.
Prepares financial reports.
- * Receives and distributes correspondence.
- * Receives, sorts, indexes, files and retrieves forms, correspondence, and documents.
Verifies and completes records, forms and documents.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: The knowledge, skills, and abilities listed below are required to allow the employee to perform the duties listed above at the Working/Journey level.

Knowledge of

- * Business English, spelling, and arithmetic.
- * Clerical and office practices and procedures.

Skill To

- * Use data processing systems and other office equipment and machines.

Ability To

- * Make arithmetical computations with speed and accuracy.

ADMINISTRATIVE CLERK II

Page 2

- * Maintain records and prepare reports.
Establish and maintain effective working relationships with employees, other agencies, and the public.
Follow written and verbal instructions.
- * Communicate effectively verbally and in writing.

Education, Experience and Training: The knowledge, skills, and abilities listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below.

Education Requirement: H.S./G.E.D.

Experience: 1-year general clerical experience.

EEO Category: Office and Clerical

FLSA STATUS: Non-exempt

07/09/2001

The job description does not constitute an employment agreement and is subject to change at any time by the employer.