



COUNTY OF LASSEN  
JOB DESCRIPTION

Class Title:	Senior Administrative Clerk	CLASS CODE	GN03
Department:	Various	UNIT	LCGU
Reports to:	Manager, Technician or Higher Level Administrative Personnel - Varies	FLSA Status	Non Exempt
Board Approval	Revised 8/04, Revised 11/27/12	RANGE	10

### **JOB SUMMARY**

To perform a variety of the more specialized and responsible administrative, clerical, and document processing functions for assigned program or project.

This is the advanced journey level class in the Administrative Clerk series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, the complexity of duties assigned, independence of action taken, and by the nature of the public contacts made. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing technical clerical duties that require specialized knowledge related to area of assignment. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from management personnel, and may receive functional or technical supervision from a higher-level secretarial position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. (ALL DUTIES MAY NOT BE PERFORMED BY ALL INCUMBENTS.)**

Relieve supervisor or other department staff of administrative support service functions; utilize independent judgment and initiative.

Act as interdepartmental liaison relating to administrative or project support functions for the office and for compliance with county regulations and practices relating to those functions.

Perform complex administrative clerical duties related to area of assignment such as purchasing, building inspection, social services, housing, plan review, building permits, and other county programmatic areas.

Conduct field site visits as necessary.

Interpret, apply and explain policies and procedures related to area of assignment to the public; respond to individuals requesting services related to area of assignment.

Prepare correspondence and supporting documentation relating to area of assignment; maintain accurate records and files of program activities.

Respond to public inquires, both on the telephone and in person, and refer to appropriate staff member for more specific information as appropriate; exhibit familiarity with functions and departments of the county.

Act as information source to inquiries not requiring the supervisor's attention and otherwise assist in representing the department by telephone and in person; compose correspondence as required.



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Collect information from a variety of documents pertinent to assigned department or functional area of responsibility; compile data for reports; prepare routing reports as required.

Maintain and monitor records and files; follow up on due dates; perform other monitoring functions to ensure timely completion of work.

Assist in preparation of the department budget and track expenditures during year.

May perform secretarial duties as necessary; type, proofread and edit correspondence, reports, proposals and contracts.

Other duties may be assigned.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education and Experience**

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

Experience:

Three years of increasingly responsible clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

#### **Licenses and Certifications**

May need to possess a valid California driver's license as required by the position.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

English usage, spelling, grammar, and punctuation.

Modern office methods, practices, procedures and computer equipment.

Filing and record keeping systems.

Business letter and report writing.

Basic principles and practices of bookkeeping.

#### **Ability to:**

Understand the organization and operations of the county and of outside agencies as necessary to assume assigned responsibilities.

Organize duties and determine priorities in order to meet assigned deadlines.

Interpret, explain and apply operating policy, rules and procedures of assigned function.

Establish and maintain basic financial records; make mathematical computations.

Physically read presented documents, sit for long periods of time, hear and talk with the public, type on a keyboard, file papers and reports.

Mentally analyze assignments received, differentiate between two or three sets of information, identify and interpret general department information, know, observe, problem solve, remember, understand, explain, and count.



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Compile and maintain extensive records and files.

Type at a speed necessary for successful job performance.

Operate a variety of office machines and computer equipment.

Ability to work cooperatively with other employees.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

### **Physical Demands and Working Conditions:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel and to make outside visits-occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually low to moderate.

### **Additional Info**

Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous investigation for each employee that has access to federal tax information.