



COUNTY OF LASSEN
J O B D E S C R I P T I O N

Class Title:	Administrative Clerk	CLASS CODE	GN02
Department:	Various	UNIT	Varies
Reports to:	Varies	FLSA Status	Non Exempt
Board Approval	Revised 8/2004, Revised 11/27/12	RANGE	08

JOB SUMMARY

This is the full journey level in the Administrative Clerk series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of operating procedures and policies of the work unit. This class is distinguished from the Senior Administrative Clerk in that the latter provides advanced journey level clerical support to a function within a department or division. Performs a wide variety of general clerical duties related to the function and department assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from management or supervisory positions, and may receive functional and technical supervision from secretarial personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.)

Perform general clerical duties related to assigned functional area and department; assist the public with requests or questions regarding area of assignment.

Type, enter, proofread and process a variety of documents including general correspondence, reports, memos, and statistical charts from rough draft, Dictaphone recordings or verbal instruction; run computer reports as requested; may compose routine correspondence.

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

Assist in the enrollment of participants in an assigned program.

Issue, receive, type and process various applications, reports, permits and other forms.

Process bills for fees; record payments and send delinquent notices when necessary.

Process permits and licenses; collect and process fees and charges; register participants in County sponsored programs.

Process department reports; process specific documents related to the department.

Schedule inspections and appointments as assigned.

Perform a wide variety of routine clerical work including filing, copying, billing, verifying and recording information on records.

Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.

Maintain a variety of statistical records; check and tabulate statistical data; prepare routine statistical reports.

Operate standard office equipment including word processing equipment as assigned; may perform duties on a computer spreadsheet program; may perform routine system back-up duties.



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Receive, sort and distribute incoming and outgoing mail.

May order office supplies.

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:

One year of clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

English usage, spelling, grammar, and punctuation.

Office methods and equipment including filing systems.

Ability to:

Learn the organization, procedures and operating details of the County department to which assigned.

Learn how to use work processing system.

Perform routine clerical work including maintenance of appropriate records and preparation of general reports.

Verify and cross check files and data.

Understand and carry out both oral and written directions.

Perform simple mathematical calculations.

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

Operate a variety of office equipment such as a calculator, typewriter, and personal computer.

Type accurately at a speed of 45 words per minute.

Communicate clearly and concisely, both orally and in writing.

Ability to work cooperatively with other employees.

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.



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

Ability to hear information over the telephone and public information counter; vision adequate to read and accurately interpret written words, labels, charts and computer monitors; must be able to sit for long periods of time at a desk; finger dexterity and arm-hand steadiness adequate of operate typewriter and personal computer; flexibility to perform such tasks as reaching file drawers, writing reports and operating work processor, personal computer, or type writer. The employee must occasionally lift and/or move up to 25 pounds.

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

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.