

CLERK SUPERVISOR I

NATURE OF WORK IN THIS CLASS:

This is supervisory and clerical work.

Employees in this class supervise subordinate clerical and other employees engaged in a variety of clerical operations, requiring routine to moderately complex procedures.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises the work of subordinate clerical and other employees engaged in clerical functions involving routine to moderately complex procedures; i.e. the central collection and distribution of mail, duplication of materials, supply room, and similar functions.

Answers inquiries and explains program guidelines and requirements; establishes program guidelines and procedures; develops forms and other materials to be used.

Maintains records and prepares reports.

Operates standard office machines, including typewriter, as required by the assignment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of business English, arithmetic, spelling, punctuation and grammar.

Knowledge of standard office practices and procedures.

Ability to supervise the work of others.

Ability to interpret and apply program guidelines.

Ability to make decisions in accordance with program guidelines.

Ability to operate standard office machines and equipment, including typewriter.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of office clerical work experience and graduation from high school, including or supplemented by courses in business English, office practice and typing; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES, Executive Director
Civil Service Commission