

OFFICE CLERK II

POSITION SUMMARY: To perform difficult and complex clerical typing and record keeping work; to perform public contact and office work; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the supervision of an administrative or clerical employee of higher grade.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Type from rough drafts or instructions, forms, letters, payrolls, receipts, records, vouchers, departmental reports, permits or similar documents and materials frequently requiring independent action and discretion on routine difficulties encountered.
2. Prepare correspondence, records and reports.
3. Cut stencils, prepare rough draft report narratives and tabulations
4. Prepare and maintain records, files, charts and similar information for a moderate sized office.
5. Make postings, reconciliation and balances of clerical records which may require some knowledge of bookkeeping.
6. Give information to the public by telephone or in person where familiarity with moderately complex requirements or procedures is essential; explain procedures and activities to the public.
7. Collect fees, receive payments, issue permits, and assist the public in the preparation of forms and statements.
8. Act as receptionist, make and receive telephone calls, answer questions, set up appointments and route calls to appropriate officials.
9. Conduct interviews and compile information as required.
10. Assist in the preparation of payrolls by assembling and computing data from records.
11. Maintain personnel records and files relating to sick leave, vacation, compensatory time, holidays and other benefits.
12. Check the accuracy and completeness of records, forms, documents and attachments

according to detailed procedures or by comparison with original sources.

13. Perform miscellaneous clerical work as required, such as the receipt and distribution of mail, the requisitioning of supplies and the operation of various office machines including teletype, microfilm, calculating, duplicating or other office equipment.
14. May perform routine duties in the Police Department such as finger printing and receipt of traffic violation fines.
15. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Reasonable knowledge of office practices and procedures and of business English and commercial arithmetic.
- Ability to type from plain copy at the rate of 50 WPM.
- Ability to write legibly.
- Ability to maintain and keep involved clerical records and prepare accurate reports and tabulations from such records.
- Ability to deal with the public tactfully and courteously.
- Ability to understand and follow instructions.
- Ability to deal effectively with people in the interview situation.
- Ability to establish and maintain satisfactory working relationships with the public and other employees.
- Graduation from an accredited high school including or supplemented by courses in typing.
- Reasonable experience in general office work, part of which involves typing.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift

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and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

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