

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR CLERK **GRADE:** 6
TITLE ABBREVIATION: SENIOR CLERK **TITLE NO.:** 6614
JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE
DEPARTMENT: VARIOUS **DIVISION:** _____
SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the performance of varied clerical tasks of a moderately difficult nature requiring a general understanding of specific policies and procedures. This class differs from that of Clerk II by virtue of the degree of difficulty of work being performed and the increased level of responsibilities. Work is performed under general supervision with leeway to exercise independent judgment in carrying out the details of the work. Unusual problems or situations are referred to a supervisor before action is taken. This class may lead and direct the work of subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Compiles, processes, indexes, records and files a variety of records and reports;

Checks reports and records for clerical accuracy, and completeness;

Processes and files requisitions, vouchers, bills and receipts;

Prepares routine correspondence on matters where policies and procedures are well defined;

Answers telephones, screens calls, gives out information to the public and makes referrals to proper person or agency;

Operates office equipment such as keyboards, calculators, copy machines, computers and peripheral equipment;

Operates computer systems and applications such as spreadsheets, word processing, calendar, e-mail or other database software in performing work assignments;

May issue and record licenses, permits and applications;

May collect fees and account for monies received;

May maintain personnel, time and attendance and payroll records;

May interview, screen applicants and/or determine eligibility for county programs;

May prepare and assemble consultant contracts and/or check for accuracy and completeness;

May maintain inventory, order supplies and perform related functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of policies and procedures of agency to which assigned; good knowledge of record keeping techniques; good knowledge of office terminology, procedures and equipment; good knowledge of English and business math; skill in operating computer/word processing equipment; ability to understand and carry out oral and written directions; ability to establish good working relationships;; clerical aptitude; accuracy; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or the possession of a high school equivalency diploma.

NOTE: Computer literacy will be evaluated during the probationary period.