

PRINCIPAL CLERK

DEFINITION

Supervises and participates in one or more clerical processes of an administrative unit or is responsible, under general direction, for a highly specialized clerical activity.

TYPICAL DUTIES

Plans, organizes, supervises, and participates in a variety of clerical activities or processes.

Maintains control of special funds and expenditures according to well-defined laws, rules, and directives.

Acts as clerical supervisor for a unit and is responsible for office management functions.

Performs or assists in an evaluation and selection of appropriate materials and processes necessary to complete specific jobs that may be highly technical in nature.

Supervises and assigns the work of subordinates and takes appropriate action regarding personnel matters such as discipline, morale, performance ratings, and vacation approvals.

Interprets established rules, procedures, and policies, and applies them to specific cases.

Arranges for meetings of committees or for conferences and records their decisions as a basis for further action.

Plans methods of filing and develops forms and clerical procedures for an administrative unit.

Requisitions supplies and equipment.

Carries on correspondence independently as authorized.

Operates a variety of office machines, such as copiers, calculators, and office computers.

May collect, review, and analyze information in relation to various projects.

May represent the section or branch in contacts with the representatives of private firms, other public jurisdictions, organizations, and the general public regarding the special work of the unit.

May supervise distribution and inspection of circulating instructional materials and publications.

May edit, revise, codify, design format, and arrange for printing or duplicating of materials.

May index and maintain official files and historical records.

May assemble and compile phases of an office or branch budget and maintains expenditure control records.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Most Principal Clerk positions have major supervisory and office management responsibilities in a section or branch with a sizeable clerical staff. A few Principal Clerk positions have independent responsibility for a highly specialized clerical activity which involves few clerical workers, but involves important contacts and coordination of many details.

A Chief Clerk supervises a large, multi-unit, clerical staff; coordinates a complex and varied work flow and assists an administrator in planning and managing support services. This class is characterized by the requirement for initiative based upon technical knowledge, and knowledge of policies; and precedents.

A Supervising Clerk is in charge of a clerical unit in which independence of action is possible only as to the details of accomplishing a well-defined clerical function or procedure. The scope of work is limited to recurring tasks requiring technical and supervisory ability.

SUPERVISION

General supervision usually is received from administrative personnel. Supervision usually is exercised over lower-level clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Files and record management
- Office practices and procedures
- Principles of supervision and organization
- District organization and functions of various units and branches
- Regulations and policies affecting the office business
- Applications of a variety of office machines, such as computers and reprographic equipment
- Microsoft Office Suite

Ability to:

- Work independently
- Plan, assign, and direct the work of a clerical staff
- Evaluate work methods and performances
- Understand, interpret, and apply rules, policies, and regulations
- Make accurate calculations
- Work under pressure of frequent work deadlines
- Speak and write clearly and effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office management, supervision, and human relations.

Experience:

Three years of clerical experience, preferably including supervisory responsibilities.

Special:

Appointment to positions in the School Police Department is subject to fingerprinting, a review of conviction record, and a background investigation.

A valid California Driver License and use of an automobile may be required in some positions in this class.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
01-27-14
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