

SUPERVISING CLERK 2576
SUPERVISING CLERK (NON-TYPING) 2575

DEFINITION

Supervises and performs clerical work and exercises independent judgment in the assignment of work and daily operation of a clerical unit.

TYPICAL DUTIES

- Plans, supervises, reviews, and participates in the work of a small clerical unit engaged in complex clerical work.
- Determines priority of work projects by consulting with supervisors.
- Assigns duties to clerical staff.
- Initiates and recommends procedural changes to simplify and expedite work flow.
- Performs the more complex work of the unit.
- Contacts administrators and other District personnel, governmental jurisdictions, and the public in connection with the work of the unit.
- Maintains files, statistical and other records, and procedural manuals and references for a unit or department.
- Provides approved information and interprets policies and procedures concerning the unit.
- Makes decisions based upon knowledge of office functions, rules, and procedures.
- Prepares or approves requisitions for office supplies.
- Operates a variety of office machines, such as copiers, fax, scanners, and office computers.
- May make appointments for supervisors.
- May compute and check invoices.
- May maintain equipment inventory records.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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. *A Supervising Clerk (Non-Typing) does not perform typing duties. The scope of work is limited to recurring tasks requiring technical and supervisory ability.*

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 Senior Office Technician performs a variety of moderately to highly complex clerical duties that require strong independence of judgment and action. The duties typically require extensive contacts with others and responsibility for specific functions of an office and may include work direction of a small group of personnel.

SUPERVISION

General supervision is received from a higher-level clerical employee or an administrator. Supervision is exercised over lower-level clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Office practices and procedures
- Correct spelling, punctuation, and grammar
- Applications of a variety of office machines, such as computers and reprographic equipment
- Microsoft Office Outlook, Word, PowerPoint, and Excel

Ability to:

- Organize files and keep accurate records
- Recognize unusual problems and refer them to appropriate parties
- Make accurate arithmetic computations
- Understand and interpret rules, policies, and regulations
- Plan, assign, and supervise the work of clerical staff
- Work effectively with District personnel and administrators, and the public
- Type rapidly and accurately for positions requiring typing duties
- Work independently
- Handle multiple priorities
- Communicate effectively both orally and in writing
- Use computers with Microsoft operating systems and word processing and spreadsheet software

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office practices and procedures, business arithmetic, and business English.

Experience:

Three years in a clerical position, preferably including experience in providing work direction.

Special:

Some positions may require a valid California Driver License and the use of an automobile.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-05-20
CA