

CLERICAL SPECIALIST**NATURE OF WORK**

This is varied, responsible clerical work involving complex work methods and procedures.

An employee in a position allocated to this class works with considerable initiative in implementing functions or programs within a department or division. Duties require the application of specialized, in-depth knowledge of departmental operations and County rules and regulations. An employee in this class may perform data entry and limited typing, such as form completion. Work is performed under general supervision with latitude for use of independent judgment in the selection of work methods and procedures.

EXAMPLES OF WORK

Performs a wide variety of responsible clerical duties relating to assigned department.

Maintains a variety of office files and records, compiles data, prepares reports.

May act as representative of department in contacts with employees, officials, or the general public; answers complaints or questions relating to the organizational operation.

May be responsible for receipt and deposit of funds involving numerous transactions and accounts.

Operates a variety of office machines, computers, faxes and calculators.

Gathers information relevant to work assignment in order to facilitate updating/maintaining a variety of databases/files.

Prepares departmental payroll, prepares work orders and calculates costs, posts costs to ledgers.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of office practices, procedures, and equipment.

Considerable knowledge of Business English, spelling, and arithmetic.

Some knowledge of record and bookkeeping practices and procedures.

Some knowledge of County ordinances, laws, and regulations.

Ability to operate standard office machines.

Ability to set up and maintain complex departmental records and prepare reports from same.

Ability to establish and maintain effective working relationships with employees and the general public.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; one (1) year responsible experience in general office and clerical work; or any equivalent combination of related training and experience.