



INTERMEDIATE CLERK

FC: CJ105
PG: CLK-III

PC: 021
BU: 2,9 (SEIU, NR)
April 1988

DEFINITION

Under general supervision, provides a variety of moderately difficult clerical support to various District offices, which may include receptionist duties, typing, word processing, record keeping, and filing; performs related work as assigned.

CLASS CHARACTERISTICS

Intermediate Clerk is the journey level class of this series, fully competent to perform a variety of clerical support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Specific duties, including the amount of typing, word processing, and use of an on-line computer system, will vary with the organizational unit to which assigned. The class is distinguished from Senior Clerk in that the latter is the lead or specialist level within the office support series.

EXAMPLE OF DUTIES

Types correspondence, reports, forms, and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor; proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage including grammar, punctuation, and spelling; enters and retrieves data from an on-line or personal computer system, following established formats; prepares and updates a variety of reports, which may require the use of arithmetic calculations; maintains records and processes forms, such as payroll records, purchase requisitions and orders, and others specific to the organizational unit; establishes and maintains office files; researches and compiles information and maintains office files; researches and compiles information from such files; acts as receptionist and receives and screens visitors and telephone calls and takes messages; provides factual information regarding District or unit activities and functions; reviews computer-produced reports for accuracy and makes corrections as required; operates standard office equipment; performs such office support activities as opening and distributing mail, processing outgoing mail, erasing dictation tapes and ordering office supplies.

QUALIFICATIONS

Knowledge of:

Basic office practices and procedures, including filing and the operation of standard office equipment. Correct English usage, including spelling, grammar, and punctuation. Business letter writing and the standard format for typed materials. Policies and procedures related to the department to which assigned. Basic business data processing principles and the

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use of word processing equipment.

Skill in:

Developing and maintaining effective working relationships with those contacted in the course of the work. Maintaining accurate records and files. Making accurate arithmetic calculations. Performing detailed clerical work accurately. Typing accurately at a rate of 50 net words per minute from printed copy. Maintaining attention to detail despite interruptions. Organizing and maintaining office files. Composing routine correspondence from brief instructions. Using initiative and sound independent judgment within established guidelines. Operating standard office equipment including a personal computer word processor and centralized telephone equipment. Prioritizing work and coordinating several activities. Communicating tactfully and effectively with the public.

Other Requirements:

Specified position may require a valid California driver's license and satisfactory driving record and/or a willingness to work other than the normal day shift hours.

MINIMUM QUALIFICATIONS

Equivalent to graduation from high school, and two years of general clerical or office assistant experience.