

PRINCIPAL CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is complex clerical work requiring sound judgment and attention to detail in carrying out all administrative operations of a major District department. Work is performed under the general supervision of the department head, but a great deal of leeway is allowed in carrying out assigned tasks. Immediate supervision is exercised over a small number of clerical assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises a clerical staff in the completion of administrative duties for a major department; Assigns, reviews and records work done by all clerical employees; Revises and develops improved work procedures and methods and installs those approved by department head; Handles complaints, suggests solutions to problems and conducts correspondence; Maintains and schedules workloads and work flows and coordinates activities with other units; Assists Assistant Superintendent in the preparation of budget information, collection of data, compiling of statistics and solution of personnel problems; Represents the Assistant Superintendent at non-technical meetings; Supervises the preparation of reports, narratives, worksheets, accounts and other materials; Purchases office supplies for the unit as required; Supervises and participates in the maintenance and auditing of financial and payroll records; Researches and answers questions from the general public and other District departments regarding the policies and/or programs of the district to which assigned; Answers telephones, screens calls, and makes referrals to proper person or agency; Compiles, prepares and analyzes a variety of reports, certifications, documents, logs and statistics; Prepares correspondence applying knowledge of departmental operations and regulations; Operates office equipment such as keyboards, calculators, copy machines, computers and peripheral equipment; May assist in recruitment, orientation and scheduling of staff; May prepare and assemble consultant contract and/or check for accuracy and completeness; May interview, screen applicants and/or determine eligibility for District programs; May maintain inventory, order supplies, and perform related purchasing functions.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; working knowledge of the principles and techniques of supervision; ability to plan, direct and review the work of others; ability to understand and carry out complex oral and written instructions; ability to gain the cooperation of others; ability to deal with the public in a positive manner; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:

- A. Associate's Degree and two years of general clerical experience which shall have included supervision, Or;
- B. Graduation from high school or possession of a high school equivalency diploma, and four years of general clerical experience, which shall have included supervision.