

Title: Chief Clerk
PG: 36
Status: Civil Service
Position Reports to:
Department:

Class Code: 6015
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is administrative clerical work involving direct supervision or non-supervisory clerical work of a technical or highly responsible nature. Work involves supervising a group of employees in a wide variety of responsible clerical operations. Supervision is exercised over clerical employees performing complex or technical functions of various degrees. Performance is reviewed through personal conferences, general observations of work in progress, review of completed work by a supervisor.

ESSENTIAL FUNCTIONS:

1. Plans, assigns and reviews the work of a clerical staff engaged in processing fiscal, personnel, purchasing, tax or other department records.
2. Supervises and reviews the work of clerical employees for conformance to regulations, policies and procedures governing assigned operations.
3. Analyzes office procedures and systems, devises and implements modifications, subject to approval of an administrative superior.

ADDITIONAL RESPONSIBILITIES:

1. May be called upon to testify in court on related matters.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Through knowledge of modern office practices, procedures and equipment.
2. Through knowledge of business English, spelling and arithmetic.
3. Through knowledge of departmental rules, regulations, procedures and functions.
4. Considerable knowledge of office record keeping and reporting.
5. Ability to plan, organize and supervise the work of clerical staff performing a variety of functions.
6. Ability to develop effective office and field work procedures.
7. Ability to understand and follow complex oral or written instructions.
8. Ability to prepare operating and statistical tabulations and reports.
9. Ability to perform difficult mathematical computations accurately.
10. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High School diploma or it's equivalent.
2. Four (4) years of experience in progressively responsible clerical work including six (6) months of supervisory experience.
3. Two (2) years of experience in inventory control.

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4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.