

## INTERMEDIATE CLERK

---

### **DEFINITION**

Under direct general supervision, performs a variety of routine to moderately complex administrative, clerical and document production workmanagement duties in support of departmental operations. Responsibilities include preparing and processing correspondence and records, maintaining databases, providing customer service, coordinating meetings and calendars, processing payments and performings other related work as required.

### **DISTINGUISHING FEATURES**

Positions in this classification perform clerical and document production-processing work of average difficulty moderate scope and complexity. Work in the class is distinguished from that of higher classes by the routine nature of the work performed and by the limited level of independent responsibility. Initially supervision and training are given in detail and as the incumbent becomes more capable, works with a higher degree of independence. Work in the class is distinguished from that of lower classes by the more advanced level and scope of duties involved.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

#### Essential Duties

1. Performs routine general administrative and clerical work support, including preparing correspondence, forms, reports, and spreadsheets for a department or division.
- 2.1. Performs responsible routine typing, document production and data organization through the use of a variety of office equipment including typewriters and computers.
2. Prepares a variety of materials from written or oral instructions or transcription equipment including correspondence, reports, charts, spreadsheets and statistical data; composes routine correspondence or prepares draft documents for review.
3. Creates, formats, and edits a variety of digital and print documents; maintains physical and electronic filing systems and ensures data accuracy and confidentiality.
4. Greets visitors and answers general questions; answers, routes and responds to telephone calls, emails and other inquiries in a professional and inclusive manner.
5. Schedules and coordinates meetings, trainings, travel arrangements and maintains calendars; tracks attendance and prepares supporting materials.
- 3.6. Processes invoices, travel authorizations, purchase requests, and reimbursement documentation; maintains accurate fiscal and vendor records.
- 4.7. Monitors and Maintains complex and confidential files and recordkeeping systems; posts a variety of information from standardized media to various types of control records; maintains office and program inventories, supplies and equipment; and orders supplies coordinates orders and deliveries; maintains manuals and updates resource materials; copies, collates and distributes information; opens, sorts and distributes mail.
5. Answers telephones and receives visitors; schedules appointments and maintains calendars.
6. Provides information, routes inquiries, resolves complaints and interprets and explains policies and procedures.

7.8. Assembles and reviews information for various records, databases and reports; checks forms, records, reports, applications and other materials for accuracy, completeness, and conformity with established procedures.

8. ~~May assist with various projects or activities as assigned.~~

9. ~~Performs arithmetic calculations and may compile various department or division accounting information.~~

10.9. ~~Assists with budget and accounting functions such as tracking expenditures, verifying invoices, and reconciling petty cash or program funds; May maintain petty cash fund, collects and records accept payments of fees and/or maintain and process cash, credit card or check records transactions and perform bookkeeping activities.~~

Other Duties:

1. May assist with various projects, programs, events or activities as assigned.
2. Performs other related work as required.

WORKING CONDITIONS

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- May occasionally travel to City work sites and locations to conduct work.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard, handle paperwork and operate office tools and equipment.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information effectively in person, over the telephone, and through digital communication platforms.
- Bending, stooping or kneeling to access low storage or file cabinets.
- Lift, carry, push, and/or move materials and supplies weighing up to 10 pounds.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or equivalent.

Experience: Two years of ~~varied increasingly responsible~~ clerical or administrative support experience and typing experience involving data entry, public contact, telephones, recordkeeping, file maintenance, word processing and data entry and the use of office software and information systems.

Knowledge

Knowledge of modern office practices, and procedures and technology; recordkeeping, document management, and data protection principles; modern office equipment including computers; filing, indexing and cross-referencing methods; correct English usage, spelling, grammar and punctuation; business letter writing, correspondence, presentations and report preparation; various document formats and presentations; basic accounting and financial recordkeeping practices.

Ability

r-0-27-02 (2)

JK: Human Resources Department

01/09/03 G:\Personnel\SPCS\Intermediate Clerk.doc

Ability to perform ~~routine~~ clerical and administrative duties ~~work~~ with ~~speed efficiency~~ and accuracy; effectively operate a variety of modern office equipment including computers, ~~word and data processing equipment and related software~~digital communication tools, and office software proficiently; type from clear printed copy at a speed of 45 net words per minute; interpret and apply established policies, procedures and ~~codes; regulations~~ compile and review information; prepare records and reports; work effectively under pressure and with frequent interruptions; use initiative and exercise independent judgement; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Typing Skill

~~Ability to type from clear printed copy at a speed of 45 net words per minute.~~

Other Requirements

Selected positions ~~in the Police Department hired after 1-1-92~~ may be required to work rotating or irregular shifts, including nights, weekends and/or extended hours.

~~Selected positions require possession of a valid California Driver's License and a satisfactory driving record as a condition of initial and continued employment.~~