

CLERK III – BENEFITS

DEFINITION

Under general supervision, to perform a wide variety of complex clerical work requiring specialized knowledge of one or more specialized functional areas; and to do related work as required.

EXAMPLES OF DUTIES

Perform a wide variety of difficult clerical and typing work in support of a program, department or area; functions assigned may include all or some of the following: receive and review personnel documents and maintain personnel records; type letters, reports, records and other materials; maintain manual and automated filing systems; compose, either independently or from oral instructions, letters and memoranda requesting or providing information about District Workers' Compensation and insurance programs; make arrangements for meetings and conferences; compile statistical and financial data; assist with program or special activity budgets; may coordinate and supervise other clerical assistants; and perform related work as assigned.

QUALIFICATIONS

Knowledge of

Correct English, grammar, spelling and punctuation; office methods, procedures and practices; computer operations/word processing; and accounting procedures, as required.

Ability to

Establish and maintain cooperative working relationships; apply judgment, discretion and initiative; understand and carry out oral and written directions; read and write at a level appropriate to the duties of the position; work independently with little direction; keep complex files and records; screen mail, telephone calls and visitors; make arithmetical computations; learn office automation applications and skills; and type at a net corrected speed of 50 words per minute.

Experience

Two years of progressively responsible general clerical or secretarial work which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.