

PRINCIPAL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical processing work of a high order which involves the performance or direction of a comprehensive clerical function. The work may also involve some secretarial responsibilities. The clerical processing duties, which distinguish this third level title in the clerical line, involve the integration of a variety of data containing a number of variables into a coherent whole. In addition, the incumbent may serve as a troubleshooter within established general criteria. The job requires an understanding of the complete clerical process flowing from an administrative function. The secretarial duties are incidental to the job. The work is performed under general administrative supervision and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Integrates data relating to a variety of processes and procedures and may instruct employees in their use;

Coordinates clerical processing functions involving considerable internal and external communication by letter, telephone or in person;

Prepares and coordinates a variety of reports and data;

Answers routine correspondence and composes letters for official signature;

Reviews data for completeness, accuracy and conformity with established procedure and answers difficult questions related thereto;

Maintains and/or coordinates the maintenance of related office files and records;

May perform special clerical assignments as necessary;

May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, data entry, word processing, micro-computer, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology and procedures; good knowledge of business arithmetic and English; ability to provide work guidance to others; ability to coordinate and implement new and revised sub-processes and procedures; ability to prepare correspondence and reports from general instructions; ability to understand and carry out oral and written instructions; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical or business experience, at least one (1) year of which involved supervisory and/or non-routine duties.

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. An Associate's degree may be substituted for two (2) years of the required general experience.
3. A Bachelor's degree or higher may be deemed fully qualifying.

PROMOTION: One (1) year of permanent status in a senior-level clerical title.