

## **ADMINISTRATIVE CLERK - 508**

### **DEFINITION OF WORK**

Under immediate supervision, performs difficult skilled clerical work involving the review and processing of technical information; does related work as required.

### **EXAMPLES OF WORK**

Applies departmental policies and regulations to a variety of situations involving the public and/or other City employees; assembles and compiles information for use in preparing management reports; reviews incoming documents for accuracy and completeness; corrects document errors by applying established administrative procedures; enters data on visual terminal systems; may process and analyze information on a microcomputer; trains and provides lead direction to other clerical workers; maintains complex record and filing systems; composes correspondence or other original material; prepares payroll/personnel/purchasing transactions; assists employees with benefit problems; types forms, records and other documents.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a high school diploma supplemented by college level courses in business administration and four years of increasingly responsible clerical work.

**Knowledge, Skills and Abilities:** Comprehensive knowledge of modern office procedures and practices; ability to readily learn the laws and regulations affecting departmental operations; ability to interpret and apply policies, regulations and procedures; ability to keep complex financial and statistical records; ability to establish and maintain relationships with co-workers and the public; ability to type accurately at 40 words per minute.