

ADMINISTRATIVE CLERK III

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.

DEFINITION

Under general supervision, to perform a wide variety of highly technical clerical assignments; research and gather data and compose routine reports in an assigned area; assist the public, in person or on the telephone, with information and the processing of permits.

DISTINGUISHING CHARACTERISTICS

This is the senior, advanced journey level in the Administrative Clerk series. It is distinguished from the Administrative Clerk II level in that the III handles the most complex duties and assignments requiring specialized knowledge of the assigned areas and/or provides lead supervision to lower level clerical employees.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Conduct research and handle the recordkeeping, processing, and maintenance functions for highly technical clerical assignments.
- Perform word processing and type drafts and finished documents of a variety of materials from written and oral instruction or transcription equipment including correspondence, reports, charts, contracts, resolutions, agendas, minutes, forms, indexes, and statistical data that may be technical and complex; take minutes at meetings.
- Compose routine correspondence and staff reports from brief notes or oral instructions, referring to sources for detailed information.
- Maintain logs, files, specialized information system data files, and other recordkeeping systems used in connection with City activities; verify data for accuracy and completeness.
- Retrieve and file information in paper and computer filing systems.
- Gather and research information for compilation of statistical data or reports.
- Prepare reports from information that may be gathered from several sources or that may be difficult to organize and compile.
- Proofread and check documents for clerical and arithmetic accuracy and completeness, and for compliance with established standards and procedures; review forms, reports, and other documents, verifying content accuracy and completeness, initiating corrections, coding, updating, or posting as required.
- Prepare copies and distribute agendas, reports, and other related documents.
- Provide administrative support in department budget preparation and budget monitoring activities.
- Assist the public in processing permits; identify appropriate forms, provide guidance in completing forms, and verify complete plans submittal.

- Compute plan review and permits fees (residential and commercial); route plans to appropriate departments; track progress of plan review; keep all parties informed of review progress.
- Assemble Council packets and record minutes at Council meetings.
- Make travel arrangements including airline and hotel reservations, car rental arrangements, and conference registrations.
- Open, sort, and distribute mail; sort, route, or distribute forms, reports, and other documents to other City departments or outside agencies; prepare outgoing mail and packages.
- Operate a variety of office equipment, including a multi-line telephone system, copier, scanning device, facsimile machine, microfilm machine, and computer.
- Monitor materials and supplies and maintain designated levels.
- If assigned, provide lead direction and training to a small group of clerical employees, determine work priorities and methods; and, assist with performance evaluations by providing input.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Advanced principles and procedures of filing and recordkeeping including specialized local government recordkeeping systems.
- Information gathering procedures.
- Proper English usage and correct spelling, grammar, and punctuation.
- Complex office procedures, methods, and equipment.
- City policies and procedures related to assigned area.

Ability to:

- Learn the City's permit and plan review process including the operation of applicable permitting software.
- Operate complex functions of office equipment and standard software.
- Schedule and prioritize workload.
- Maintain specialized records and databases and generate reports.
- Ability to type at a speed of 40 words per minute (net) from clear printed copy.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships.

Minimum Qualifications

Experience and/or Education:

EITHER: Two years of full-time experience as an Administrative Clerk II with the City of American Canyon; –OR– Four years of clerical/office support experience. For some assignments, additional qualifications may be desirable.

License Requirement

Some positions may require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements

Some evening or weekend work may be required.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Administrative Clerk III	6/02	2/06		4709	Non-Exempt	4

APPROVED: _____
Human Resources Director

Date: _____