

ADMINISTRATIVE CLERK I
ADMINISTRATIVE CLERK II

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 direct and general supervision, to perform a wide variety of clerical duties in support of an assigned function; develop, type, and proofread various documents; input and verify accuracy of data and maintain databases; assist and inform the public, in person or on the telephone, of city policies and procedures.

DISTINGUISHING CHARACTERISTICS

Administrative Clerk I/II is a flexibly-staffed class series. Positions are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements and (2) demonstration of the ability to independently perform the full scope of the assigned duties.

Administrative Clerk I is the entry level into the series. Initially under close supervision, incumbents learn to perform the full range of clerical support duties. As experience is gained, there is greater independence of action within established guidelines and incumbents are expected to perform a broader scope of duties and handle some of the more difficult assignments.

Administrative Clerk II is the experienced, journey level class, fully competent to independently perform the full range of clerical support duties. Incumbents are also expected to make sound decisions based on a broad level of knowledge of their assigned area and City policies and procedures. This position is distinguished from the Administrative Clerk III in that the latter is required to handle the most highly technical clerical assignments, works more independently, and exercises a greater degree of discretion in the execution of duties.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following. For Administrative Clerk I, duties are performed at the entry level:

- Provide information over the telephone and/or at the public counter; assist visitors; direct callers or visitors to others including sources within the City or other public or private agencies.
- Perform word processing and type a variety of materials including correspondence, reports, contracts, resolutions, agendas, minutes, forms, indexes, and statistical data; if required, perform transcription typing; compose routine correspondence or prepare draft documents for review by others.

- 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.
- Input data from a variety of sources, including corrections and updates, on manual and computerized records, forms, and logs.
- Maintain records, lists, and logs used in connection with work or City activities.
- Maintain information system data files, and directories; gather or trace information contained in file or records systems for compilation of statistical data or reports.
- Retrieve and file information in paper and computer file systems.
- Receive fees, issue or secure receipts for funds received, and balance records of funds received.
- 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 office supplies and maintain designated levels.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Principles and procedures of filing and record keeping.
- Proper English usage and correct spelling, grammar, and punctuation.
- Methods and procedures of data entry.
- Modern office procedures, methods, and equipment.
- City policies and procedures related to assigned area.

Ability to:

- Operate advanced functions of office equipment and standard software.
- Ability to type at a speed of 40 words per minute (net) from clear printed copy.
- Meet schedules and timelines.
- Maintain records and databases and generate reports.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships.

Minimum Qualifications

Experience and/or Education:

Administrative Clerk I

One year of clerical experience that included public contact and experience in file maintenance and record keeping.

Administrative Clerk II

EITHER: One year of full-time experience as an Administrative Clerk I with the City of American Canyon; –OR- Two years of clerical experience that included public contact and experience in file maintenance and record keeping.

License Requirement

Both Levels – 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 I	6/02			4707	Non-Exempt	4
Administrative Clerk II	6/02			4708	Non-Exempt	4

APPROVED: _____
Human Resources Director

Date: _____