

MAJOR FUNCTION

This is clerical work that involved moderately complex work methods and may require skilled typing. Employees in this class perform clerical tasks that require the application of independent judgment and comprehensive clerical knowledge. Until the more difficult phases of a job are learned, an employee works under relatively close supervision, thereafter, detailed instructions are received only when changes in procedures are made or assistance is required on unusual or difficult problems. Work is reviewed by a supervisor through observation of operations and periodic checks of work performed.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Maintains records and processes reports. Prepares various forms. Types reports or other materials from copy, rough drafts, or general instructions. Typing frequently requires independent action and discretion on problems encountered. May type and process accident reports. Processes documents requiring comprehensive procedural knowledge. Maintains files and reviews documents for completeness. Obtains necessary signatures and routes materials appropriately. Performs follow-up when necessary. Codes and cross-indexes records. Performs related work as required.

Other Important Duties

Gives information in person or by telephone to the public and other divisions or departments. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Good knowledge of business English, punctuation, spelling, and arithmetic. Knowledge of modern office practices and procedures, public records keeping methods, and a working knowledge of departmental regulations and policies. Ability to work independently and carry out assignments to completion with minimum instructions. Ability to adhere to prescribed routines and practices. Ability to maintain complex records and to make reports requiring extreme accuracy. Ability to work well with others and to assist the public cooperatively and courteously. Skill in the application of modern office techniques and practices and in the use and care of pertinent office machines and equipment. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and one year of clerical and/or typing experience in an office environment.

Necessary Special Requirements

Ability to type at the rate of 35 correct words a minute. The typing requirement may be waived for designated positions allocated to this class.

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any designated positions allocated to this class.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

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