

SENIOR PERSONNEL CLERK

DEFINITION

Under general supervision performs specialized and difficult clerical, record keeping, and computer duties in an assigned unit where experience, judgment, and some independent initiative is required; and performs related work as required.

CLASS CHARACTERISTICS

This class is the third level in the clerical-typing series and is promotional from intermediate clerk typist. Positions in this class have greater responsibilities because they serve several professional staff members and are required to perform special office skills and heavy production. Some positions have training responsibilities for one or more full-time positions and may supervise part-time staff or student helpers. The supervision received by positions in this class is in terms of policies and general procedures, with responsibility for detail, accuracy, and accomplishment left to the employee. Most positions must maintain effective contacts with a heavy volume of public, staff, and/or administrative personnel.

EXAMPLES OF DUTIES

Plans, lays out, and performs a wide variety of personnel clerical, record keeping, and computer input duties. *E*

Answers questions and provides information to applicants and the public as needed; provides answers and information to properly qualified persons. *E*

Assists administrator by processing a heavy volume of confidential reports and memoranda. *E*

Establishes and maintains records; monitors employee absences; assigns short- and long-term substitute teachers according to established procedures. *E*

Requests and processes employee requisitions; communicates with school staff regarding vacancies, absences, and replacement needs. *E*

Processes new employees, insuring that all documents are submitted correctly and signed appropriately; receives and processes applications for employment; verifies appropriate credentials. *E*

Prepares data for submission to Payroll. *E*

Maintains certificated applicant lists; receives and processes applications for prospective employment; prepares and posts announcements. *E*

Receives and places telephone calls; relieves on switchboard and directs public in reception area. *E*

EXAMPLES OF DUTIES (cont.)

Maintains a variety of confidential and sensitive records such as seniority lists and longevity and salary data. *E*

Operates standard office equipment. *E*

Types correspondence, memos, and reports; enters data into computerized personnel/payroll system. *E*

Maintains employees files; orders and files employee processing forms. *E*

Tracks and records 2- and 5-month evaluations. *E*

Posts data and information to files. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. English, grammar, spelling, punctuation, and format;
2. Basic math;
3. Effective techniques for collecting and organizing data and information;
4. Indexing and filing;
5. Modern office methods, procedures, terms, and equipment;
6. Personal computer and job related software programs such as Excel, Word, and Access, PowerPoint, and internet browsers;
7. Interpersonal relations skills using tact, patience, and courtesy;
8. Record-keeping and filing system techniques, and statistical reporting; and
9. Training of clerical and student workers.

Ability to:

1. Read, understand, apply technical rules, policies, and materials;
2. Make arithmetical calculations using a calculator quickly and accurately;
3. Answer telephones and greet public courteously;
4. Operate standard office equipment, personal computer and related software;
5. Use internet programming and application technologies;
6. Research, retrieve information, construct and create links to web sites;
7. Follow oral and written directions;
8. Plan, organize, and perform clerical work, involving judgment, maturity, and accuracy;
9. Organize and maintain filing and record systems and prepare summary activity reports;
10. Post information and data with accuracy and speed;
11. Type at a net corrected speed of 50 words per minute; operate word processing equipment;

Ability to: (cont.)

12. Learn the operation of specialized equipment, computers, peripheral devices, and software packages;
13. Exercise judgment and discretion;
14. Communicate effectively both orally and in writing;
15. Understand and carry out oral and written instructions;
16. Establish and maintain effective relationships with those contacted in the course of work:  
and
17. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Experience performing increasingly, responsible, and varied clerical work

or

One year of experience at or equivalent to the level of an Intermediate Clerk Typist with the Huntington Beach Union High School District.

WORKING CONDITIONS

Environment:

Office environment; subject to considerable distraction and constant interruptions.

Physical Activities:

Dexterity of hands and fingers to operate standard office equipment; reaching overhead, above the shoulders and horizontally; bending at the waist; hearing and speaking to communicate and provide information to others on the telephone or in person.

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