



NEW: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	CLERK III CONFIDENTIAL
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8690
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, thorough knowledge of the laws and regulations controlling the employing department and with departmental functions, policies, and practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Makes accurate and complete postings to complex confidential and essential departmental records and establishes and maintains files and filing systems in accordance with departmental policies and procedures

Word processes and/or transcribes routine and non-routine, confidential and non-confidential reports, memoranda, letters and records; has unrestricted daily access to confidential nonpublic, information and material

Checks, analyzes, and classifies materials; transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form

Receives, classifies, and routes incoming mail

Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports, and/or manuals

Establishes, maintains and services files; retrieves and forwards information as required; prepares related indices and cross references

Acts as receptionist or as a backup for such a position

Operates standard office equipment and machines including computers, adding machine, calculator, copier, and other office machines

Conducts limited research of records for information relating to job function

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic

Two (2) years successful experience in clerical functions

Transcription skills, ability to operate calculator accurately and efficiently

Successful experience with computer word processing/file management functions

Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work well in a team situation
Efficient time management
Training or education in business practices and skills
Associate Degree in business or related field
Experience in a diverse workplace