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## Clerk III

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### **DEFINITION**

This is supervisory or independent, moderately complex clerical work involving a wide variety of clerical functions.

In some positions employees perform moderately complex clerical functions which vary considerably as to detail and method, while in others the supervision of subordinates is the principal responsibility.

Work of this class differs from that of a Clerk II in that the positions involve functions of greater complexity, assignments are performed with relatively little supervision, and incumbents make independent decisions based on established policies or regulations. Where public contact constitutes a significant aspect of the work, responsibility extends to defending moderately complex or contentious regulations and procedures. Decisions necessitating changes in policies or regulations are referred to superiors. Work is evaluated on the basis of accuracy and standards of performance or the effectiveness of supervisory control.

### **TYPICAL DUTIES\***

Assigns, supervises and participates in the work of a moderate size clerical staff engaged in filing, keeping records, compiling and preparing reports, typing, checking, balancing and maintaining accounts and other records of departmental activities.

Advises subordinates on new or revised procedures and unusual problems.

Assures proper execution of payroll procedures; serves as departmental information source in the interpretation and application of the more complex payroll policy and personally compiles the more difficult payrolls; prepares and processes personnel documents.

Traces errors in accounts or records often necessitating examining the work of employees in other units; issues correcting information for errors or deviations from standard City policy relating to documents such as payroll records, data processing runs and general accounts.

Contacts firms and individual customers to secure payment of accounts, conformance with regulations and the transference of utilities; deals with other similar situations when the circumstances involved and action necessary does not include policy changes.

Prepares and assigns classification or numerical designations to files, records, plans and related documents; prepares and posts schedules, sign-ups, notices and charts wherein the compilation is governed by varying or moderately complex regulations.

Collects data necessary to ascertain pension status of retiring employees; computes pensions according to prescribed formulae; submits calculations to a superior for approval; answers inquiries from employees and pensioners regarding insurance or pensions.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

- Considerable knowledge of business English, spelling and arithmetic.
- Considerable knowledge of modern office practices, procedures and equipment.
- Ability to make decisions in accordance with established policies and procedures.
- Ability to maintain moderately complex records and to prepare reports from same.
- Ability to supervise the work of subordinates.
- Ability to make arithmetical calculations rapidly and accurately.
- Ability to understand and execute oral and written instructions.
- Ability to deal courteously with the public.
- Skill in operating standard office equipment.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the twelfth (12th) school grade, including business subjects with emphasis on general office practices, or completion of an appropriate certificate program from an approved business school/college and a minimum of three (3) year's progressively responsible and diversified office experience including demonstrated supervisory capability.

-or-

Completion of the twelfth (12th) school grade including business subjects with emphasis on subjects related to the area of specialization or completion of an appropriate certificate program from an approved business school/college, and a minimum of three (3) year's progressively responsible experience in the area of specialization.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0276		0277	
Last Updated:	1991-02			
Previous Updates:				
Originated:	1966-01			