

**CITY OF REDWOOD CITY
ADMINISTRATIVE CLERK I
ADMINISTRATIVE CLERK II**

DEFINITION

To perform a wide variety of general clerical duties as required in the assigned departments; and to type from rough draft or dictaphone tape.

DISTINGUISHING CHARACTERISTICS

Administrative Clerk I: This is the entry -level class in the Administrative Clerk series. The class is distinguished from the II level in one of two ways:

- Routine and repetitive duties are performed according to established procedures and changes in procedures or expectations to rules are explained in detail as they arise.

- Use as a training class for flexibly staffed positions.

In the latter use, the incumbents of the class would lack a complete knowledge of department procedures and precedents and not yet be able to perform the full range of duties assigned to the journey level without immediate supervision.

Administrative Clerk II: This is the journey level class in the Administrative Clerk series. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or, when filled from the outside, require prior clerical experience. Appointment to the II level requires that the employee be performing the full range of duties for the class and meet the qualification standards for the class. An Administrative Clerk II is expected to perform duties with only occasional instruction or assistance, and work is normally reviewed on completion. Adequate performance at this level requires the knowledge of general City procedures on purchasing and personnel as well as a knowledge of department policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Administrative Clerk I

Receives immediate supervision from management, professional, technical, or higher level clerical positions. Functional or technical supervision may also be received from department staff.

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ADMINISTRATIVE CLERK I-II (Continued)

Administrative Clerk II

Receives general supervision from management, professional, technical, or higher level clerical positions. Functional or technical supervision may also be received from department staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Type and proofread a variety of documents including reports, memos, and statistical charts from oral direction, rough draft, forms, copy, notes, or transcribing machine recordings.

Perform a wide variety of routine clerical works including filing, billing, checking and recording information on records.

Perform record keeping for various funds and expenditures.

Maintain personnel and payroll records of departmental personnel; process a variety of forms to initiate changes in records.

Maintain inventory records; process purchase requisitions; maintain purchase records; resolve errors in orders received and invoices.

Operate adding machine and other office equipment.

Order office supplies; submit expense claims.

Act as receptionist; answer the telephone and wait on the general public, giving information on department policies and procedures as required.

Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.

Receive, sort, and distribute incoming and outgoing correspondence.

Schedule appointments and various meetings.

May operate a word processor and/or computer remote terminal.

Issue, receive, type and process various applications, permits and other forms.

May maintain petty cash fund; accept payment of fees; maintain and process cash records.

Perform related duties as assigned.

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ADMINISTRATIVE CLERK I-II (Continued)**

QUALIFICATIONS

Administrative Clerk I

Knowledge of:

English usage, spelling, grammar, and punctuation.

Office methods and equipment.

Ability to:

Type at a speed necessary for adequate job performance.

Perform routine clerical work.

Operate a word processor and/or computer remote terminal may be required.

Learn and operate office machines and learn office methods, rules and policies.

Understand and carry out both oral and written directions.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Characteristics:

Must be in sufficiently good health to perform job duties.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required.

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Education:

Equivalent to the completion of the twelfth grade, including or supplemented by

Specialized clerical courses.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Administrative Clerk II

In addition to the requirements of Administrative Clerk I:

Knowledge of:

Organization, procedures, and operating details of City department to which assigned.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience comparable to that of an Administrative Clerk I in the City of Redwood City.

Special Requirements:

Bilingual ability may be required.

Effective Date: February, 1985

Bargaining Group: Service Employees' International Union - Local 715