

CLASS TITLE: **Supervising Clerk**

CHARACTERISTICS OF THE CLASS: Under direction, supervises and directs a clerical operation for a City department; and performs related duties as required.

EXAMPLES OF DUTIES: Plans, organizes, supervises and reviews the work of a group of subordinates engaged in performing clerical duties; monitors and expedites the preparation and processing of a variety of documents including applications, vouchers, requisitions, payrolls, billings, warrants for collection and related forms and records; supervises the upkeep and maintenance of files and records; supervises and directs the activities of a departmental complaint and/or information section; monitors the processing of complaints and inquiries and responds to official and/or atypical complaints and inquiries; coordinates the activities of office clerical staff with that of other departmental personnel; supervises and/or participates in the training and instruction of subordinate staff; maintains records of expenditures, appropriations and revenues.

Reviews financial records to reconcile clerical discrepancies and ensure the balancing of records with expenditure statements; approves requests for information from files in accordance with departmental regulations; reviews the receipt and tabulation of monies received by a department to ensure accurate accounting; monitors and appraises the performance of subordinate staff; explains departmental policies to staff and/or the general public; supervises and reviews the preparation of statistical, operating, progress and performance reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible clerical experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of office procedures and practices. Considerable knowledge of bookkeeping and basic accounting principles. Considerable knowledge of office machinery.

Ability to plan, organize, supervise and review the work of subordinate personnel. Ability to analyze, prepare and maintain accurate and timely reports and records. Ability to communicate effectively both orally and in writing.

Considerable skill in the application of accounting, bookkeeping and general office procedures and practices. Considerable skill in using good judgment to evaluate situations and make decisions. Good oral and written communication skills. Skill in the effective and efficient utilization of manpower and equipment.