

PRINCIPAL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This class is characterized by high degree of clerical and supervisory responsibility calling for mature office judgment and/or knowledge of the policies, laws and regulations relating to the program of the agency in which the position is located. The Principal Clerk is distinguished from Senior Clerk/Intermediate Clerk by the greater complexity of related clerical duties, by supervision of a number of subordinate office employees, or by any combination of those factors. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assigns work, reviews and records work done, and instructs new employees in detail in the specialized clerical work of an office;
Carries out the more difficult and complex tasks;
Advises subordinate employees regarding standard office procedure and assists in the installation of procedures such as filing, report preparation, billing, and other related operations of a specialized nature;
Conducts correspondence on matters of a general nature where the policies and procedures involved are well defined;
Collects information to be used as a basis for reports and memoranda and prepares summaries and reports of various phases of the agency's program;
May assist in the preparation of the budget;
May perform incidental typing;
Coordinates clerical processing functions involving considerable internal and external communication by letter, telephone;
Reviews data for completeness, accuracy and conformity with established procedure and answers difficult questions related thereto;
Performs a variety of related duties as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of the policies, laws and regulations relating to the program of the agency in which the business is located insofar as it is necessary for the proper acknowledgment of the duties; thorough knowledge of business arithmetic and English; ability to plan, lay out and supervise the work of others; ability to follow complex oral and written instructions; ability to prepare correspondence, reports and other materials; good judgment; initiative; integrity; neat appearance.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and three (3) years of progressively responsible clerical experience, one of which shall have been in a supervisory capacity.