

LANCASTER COUNTY
CLERK III

2433

NATURE OF WORK

This is responsible and varied clerical work which includes the supervision of a group of subordinate clerical workers.

Work involves responsibility for the performance of complex clerical work requiring the exercise of independent judgment based upon knowledge gained through experience. Work decisions are made in accordance with established procedures and departmental policies. The variety and difficulty of work differs among positions; where work is more repetitive, there is an added responsibility for finality of action. General supervision is received from a technical or administrative superior. Typing is not ordinarily required for this position; however, employees of this class may be asked to perform typing tasks incidental to regular clerical duties. This class is distinguished from the Clerk II by added complexity, responsibilities, and supervision of a group of subordinates engaged in routine clerical operation.

EXAMPLES OF WORK PERFORMED

Supervise the work of clerical subordinates assigned a variety of tasks, which may include filing, copying, microfilming, answering routine questions and record maintenance.

Compose correspondence, including inquiries which require explanation of the department's statutory and regulatory requirements; refer inquiries posing more difficult questions to superior.

Establish and maintain filing systems; operate and train others in operation of various office equipment and copier.

Arrange and schedule supervisor's schedule, including reminders of deadlines and obligations.

Read incoming correspondence, identify response required and route material to proper staff for reply; compose replies when authorized to respond.

Operate a telephone/radio dispatch unit for the purpose of receiving and dispatching information to field units.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of modern office equipment, practices, and procedures including computer applications and software.

Ability to establish and maintain complex clerical records and prepare reports from such records.

Ability to coordinate and supervise the work of subordinates.

Ability to use independent judgment and considerable discretion in making decisions in accordance with laws, ordinances, regulations, and established policies and procedures.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and the general public.

Skill in the operation of common office equipment.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and two years of experience in general office and clerical work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

10/74
Revised 6/95

PS2433