

Section III

250. Administrative Clerk II

Definition:

Under supervision of the assigned supervisory staff, performs work of moderate to high difficulty in the following areas: filing; general clerical and administrative work; computer input, and maintenance of tenant and statistical records. Performs duties similar to the Administrative Clerk I position, but handles a wider range and scope of tasks, and is routinely assigned more complex projects and duties which require a higher level of administrative and clerical skills. Performs other work of an administrative nature.

Example of Duties:

General office work as required, including but not limited to: composition and transcription of letters, memoranda and other material; updates and maintains departmental and/or program files and other incidental records; prepares and types reports; compile and table data; maintain a system for departmental inventory; develop and produce forms, specifications and general communications; inputs data into computer programs and produces reports as required, and performs other directed clerical tasks appropriate for this classification, and assists other departmental staff. Performs complex administrative projects as directed, and may occasionally be assigned to assist staff in other technical classifications.

Employment Standards:

Advanced or journey level knowledge of the methods, practices and terminology used in filing and/or statistical and clerical work, and the ability to perform work of moderate to high difficulty without close supervision. Ability to make complex arithmetical computations rapidly and accurately; ability to follow oral and written direction; ability to operate various types of standard office equipment, and the ability to type 30 words per minute. Must have the ability to operate and input statistical data into standard computer programs, including basic proficiency in word processing, spreadsheet and desktop publishing software. Must have a neat personal appearance, maintain regular attendance, and the ability to get along well with others. Also must demonstrate the ability to exercise good judgment in accordance with Housing Authority policies and procedures; to compose routine letters and memoranda; to coordinate efforts with the work of other Housing Authority employees, and the ability to communicate effectively both orally and in writing. Requires the ability to deal tactfully and courteously with the public, agency employees and other governmental officials; be able to operate a multi-

Administrative Clerk II (Continued):

line phone system; requires the ability to utilize a facsimile machine, and process incoming and outgoing mail as directed. Must also be able to work independently, and perform all assigned tasks in a safe and efficient manners. Maintains integrity and confidentiality of all files and communications.

Education:

Equivalent to a high school graduation or G.E.D. certification.

Experience:

In addition to the educational requirement, must also have at least two (2) years of practical experience in a standard office environment primarily performing the listed essential functions of this position, or at least one (1) year of progressively responsible work as a Housing Authority Administrative Clerk I, having satisfactorily performed all of the essential functions incumbent upon that position. In lieu of satisfying the full two (2) year experience requirement, 24 or more college semester units from an accredited college will qualify as equivalent to one (1) year of experience.

License:

Mandatory to possess a valid California driver's license, and must present DMV printout if required by employer for verification. Applicant must also be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Other Qualifications:

Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing permanent Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical examination.

To be an employee of the Housing Authority, a person must be a citizen of the United States, or an alien who has been either lawfully-admitted for permanent residence, or authorized to be employed under terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

Revised: 7/01