



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ADMINISTRATIVE CLERK

BARGAINING UNIT: [FUNCTIONAL](#)

CODE NUMBER: 3020

PAY RANGE CODE: [00015](#)

REVISION DATE: 11/17/16

NATURE OF WORK:

Incumbents in this classification have assigned responsibilities and duties which involve working with or access to materials and documents relating to labor relations that conflict or can be perceived to conflict with membership in a recognized bargaining unit of the City of Omaha except the bargaining unit which represents this group of employees. This is intermediate level clerical work involving ~~any of~~ a number of clerical functions depending on the division to which an incumbent is assigned. Work includes checking documents for completeness and accuracy, organizing and filing paperwork, responding to questions, and entering and retrieving computer data. Work requires the use of independent judgment in the interpretation of regulations, although decisions made are limited to established divisional policy. In addition, the use of courtesy and tact is also necessary in receiving callers and visitors.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Reviews legal documents, vouchers, applications, licenses, paychecks, deductions, time and attendance sheets, and other documents for completeness and accuracy and makes necessary determinations, calculations and adjustments.

Obtains a variety of data and reports, sorts and organizes paperwork, and compiles court and meeting packets.

Interviews individuals seeking information, researches files and other records to obtain information requested and interprets routine aspects of departmental policies and regulations.

Answers telephone calls, responds to questions requiring knowledge of departmental rules, regulations and procedures, takes detailed messages, or transfers the call to the appropriate personnel.

Enters and retrieves computer data and generates correspondence, legal pleadings and other documents from computer records.

Indexes and cross-indexes municipal, legal and other confidential documents and files materials alphabetically, numerically, or chronologically.

Maintains records such as payroll data, bids, ordinances, reports, affidavits, warrants and other materials.

Processes paperwork to effect changes involving employee status or pay, taxes, special deductions, and other actions.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of business English, spelling, punctuation, and grammar.

Knowledge of general office procedures, standard clerical techniques, and standard office equipment.

Knowledge of departmental policies, rules, regulations, procedures, functions, and sources of information.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to independently compose letters and memoranda and proofread documents for accuracy, spelling, punctuation, and grammar.

Ability to make decisions on the basis of policies, procedures, laws, and regulations and apply them to work problems.

Ability to analyze systems and implement solutions.

Ability to quickly and accurately perform basic mathematical computations, including addition, subtraction, multiplication, and division.

Ability to plan, assign, train, coordinate, and review the work of a group of clerical employees.

Ability to maintain confidentiality.

Ability to understand oral or written instructions.

Ability to prioritize multiple responsibilities while meeting stringent deadlines.

Ability to establish and maintain effective working relationships with fellow employees and

members of the general public.

Ability to adhere to safety policies, procedures and guidelines.

Ability to sit and type 76 to 100% of the time.

Ability to move objects weighing up to 10 pounds up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school diploma or its equivalent

AND

Two (2) years of experience in general clerical work.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises and involves considerable public contact. Depending on the assigned division, incumbents frequently encounter angry, upset, and rude individuals.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Typewriter
Calculator

Copier
Telephone
Printer

Bursting Machine
Facsimile Machine
Scanner

Previous Revision Date(s): 9/30/93
4/25/96