



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CLERK II

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5030

PAY RANGE CODE: [00115](#)

REVISION DATE: 9/29/16

NATURE OF WORK:

This is intermediate level work involving the performance of a variety of clerical functions, depending on the division in which the position is located. Work involves the application of independent judgment and interpretation of regulations, although decisions made are limited to established divisional policy. Work may involve frequent contact with the public and acting in a supervisory capacity over a small group of clerical employees.

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.)*

Receives questions from contractors, utilities, and the public, in person or on the telephone, and consults maps, books, reports, and other resources to provide answers or refers them to the appropriate personnel.

Dispatches and provides needed information to city employees using a telephone or two-way radio.

Maintains records such as time and attendance sheets, leave slips, and pay adjustments and compiles reports on fuel use, vehicle mileage, building or park maintenance, and inspections.

Checks permit applications and related documents; computes and collects fees; issues permits for building construction, pavilion rentals, parking and other real property leases, metal detecting, and alcohol consumption; provides receipts; and notifies applicants whose leases are denied.

Enters data taken from applications, vouchers, bills, and other revenue related documents.

Deposits monies for fees collected, maintains deposit records, and makes petty cash reimbursements.

Receives and proofreads checks, computer print-outs of source records, records of licenses, certificates, and decals issued. Files documents or returns incorrect documents for revision.

Inventories and maintains records of new, in-use, and stored equipment, and processes requests to issue or transfer equipment.

Receives, sorts, and distributes mail, and files returned certified mail receipts.

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, grammar, and punctuation.

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

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 establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to understand written or oral instructions.

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

Ability to make decisions based on departmental and city policies and regulations.

Ability to maintain records and to compile reports from them.

Ability to adhere to safety policies, procedures and guidelines.

Ability to stand from 26 to 50% of the time or more; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, walk, push, pull, lift, and type up to 25% of the time.

Ability to sit from 67 to 100% of the time and to move objects weighing up to ten (10) pounds of force up to 33% of the time and smaller objects from 67 to 100% 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 graduation 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 primarily in an office setting, however, may also be performed in an industrial building setting and may involve working amid noise, in confined spaces, and in conditions of humidity, fumes, odors, and dust.

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.)*

Typewriter	Computer	Calculator
Two-Way Radio	Printer	Copier
Cash Register	Scanner	Microfilm Machine
Telephone	Lettering Machine	Facsimile Machine
Telecommunications Device for the Deaf		

Previous Revision Date(s):

10/29/92

8/29/13