



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: SENIOR ADMINISTRATIVE CLERK

BARGAINING UNIT: [FUNCTIONAL](#)

CODE NUMBER: 3030

PAY RANGE CODE: [00020](#)

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 senior level clerical work which involves performing a variety of clerical functions where considerable independent action is necessary on the part of the incumbent. The incumbent may also act in a supervisory capacity over small groups 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, logs, cross-references, files and maintains documents, correspondence and other records, prepares reports, and enters and retrieves computer data.

Organizes meeting agenda items and compiles relevant materials, and records or takes notes and transcribes minutes of City Council and staff meetings.

Reviews ~~such~~ publications for upcoming public meetings, sanitary and improvement district information, and new and pending litigation, and notifies superiors about relevant information.

Calculates interest, prorates pension amounts, prepares journal entries, adjusts, recalculates, balances payroll totals, and checks reconciliation sheets.

Performs supervisory duties to include scheduling, assigning work overseeing, training, and providing work direction to a small group of clerical employees.

Oversees and participates in computing work hours and maintaining accurate time and attendance records for a large number of employees.

Composes, types, distributes and files standardized memos, forms, letters, tabulations and other materials as needed.

Responds to telephone callers and visitors, provides information, and resolves complaints or forwards them to the appropriate authority.

Prepares and processes vouchers, requisitions, open orders, and other materials and administers a petty cash fund.

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, standard clerical techniques, and standard 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 make decisions on the basis of City rules and regulations.

Ability to schedule, assign, oversee, train, and provide work direction to a small group of clerical employees.

Ability to organize, compile, and maintain departmental records.

Ability to prepare transcripts of meeting minutes.

Ability to prepare clear and concise reports.

Ability to communicate in order to respond to callers and visitors.

Ability to maintain confidentiality.

Ability to understand oral or written instructions.

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 type from 51 to 75% of the time.

Ability to sit from 76 to 100% of the time; stand, bend, push and pull 51 to 75% of the time; and to reach and walk from 26 to 50% of the time.

Ability to move objects weighing up to ten (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 graduation or its equivalent

AND

Three (3) years of experience in general clerical work.

SPECIAL QUALIFICATIONS

Must pass a typing test with a net accuracy rate of at least 45 words per minute with 90% accuracy at time of application.

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.

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

Facsimile Machine
Scanner

Previous Revision Date(s): 8/26/93
4/25/96
1/29/98
9/27/12