



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: SENIOR CLERK

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5040

PAY RANGE CODE: [00120](#)

REVISION DATE: 9/29/16

NATURE OF WORK:

This is senior level clerical work involving the performance of a variety of clerical functions where considerable independent action is necessary on the part of the incumbent. Incumbents may also act 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.)*

Oversees and participates in computing and maintaining accurate time and attendance records for a large number of employees. Verifies hours worked by employees out of classification and completes and forwards forms for signatures.

Oversees and participates in completing, processing, and distributing personnel forms for new hires, merit increases/evaluations, disciplinary actions, injured on duty claims, etc.; responds to inquiries and resolves discrepancies regarding such personnel transactions.

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

Computes costs, compiles information, and maintains personnel, fuel consumption, and other records.

Receives complaint calls; records information or forwards calls to the appropriate authority; accepts reservations for the use of City facilities.

Enters and retrieves computer data.

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

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

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 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 oral or written instructions.

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

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

Ability to operate a typewriter and other office equipment.

Ability to maintain departmental records.

Ability to communicate to respond to telephone calls.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to reach, bend, stoop, squat, stand, walk, push and pull 0 to 25% of the time.

Ability to sit and type 51 to 75% 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 years of experience in general clerical work

SPECIAL QUALIFICATIONS

Must pass a typing test with a net accuracy rate of forty-five (45) words per minute or better 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.)*

Depending on the assigned division, work is performed in an office or in an industrial building setting. Work involves considerable public contact and may be performed in confined spaces and in normal conditions of humidity, fumes, odors and dusts.

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
Telephone	Dictating equipment	Facsimile machine
Telecommunications Device for the Deaf		

Previous Revision Date(s):

8/26/93

1/29/98

9/27/12