



CLERK 4/BILINGUAL

Job Code: 0454BL (12-Month) &
045410 (10-Month)
Bargaining Unit:
AFSCME (01)
Effective: 11/20/2014

Description of Work

General Statement of Duties

Performs highly skilled clerical work of a very complex nature involving planning, organizing, and producing work which requires independent judgement and specialized knowledge; provides bilingual assistance as necessary; and performs other related duties as required. (Where applicable, the incumbent shall be required to type at the Clerk-Typist III level.

Supervision Received

Works under general supervision of a unit, division, or department head.

Supervision Exercised

May exercise within a unit technical supervision over lower level clerical staff.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Provides bilingual assistance to persons at the school or program office as needed; serves as an interpreter; translates materials.

Receives and processes correspondence, reports, documents, statistics, memoranda, and files related to a specialized or complex function.

Receives visitors and answers telephone, supplies information and answers questions referring only controversial questions or questions of policy to higher authority.

Makes decisions and allocations regarding matters within the area of specialization, usually without consultation with higher authority.

Writes letters, initiates contacts; requests information, clarification or documentation; organizes, compiles, and maintains records and files.

Maintains budgets; gathers and compiles data; performs complex calculations; analyzes data and prepares routine reports.

Interprets policy and provides technical information within the area of specialization; consults with management as to the proper disposition of difficult cases.

Operates and coordinates the use of highly specialized office equipment in order to accomplish a phase of an operation; trains or guides others in the use of such equipment, determining priorities; performs research and makes recommendations regarding the installation of new types of equipment; recommends and implements changes in use, training or procedures.

Typical Duties Performed (continued)

Types or word processes complex or technical materials which require independent judgment and ability to rearrange, expand, segregate or tabulate.

Researches, reviews, analyzes, determines proper course of action and makes reports or recommendations regarding changes in procedures or policies within the area of specialization.

Assists in establishing and reviewing methods and systems for handling and distributing information and records.

Assigns, trains, supervises, and evaluates the work of assigned staff.

Requisitions supplies and equipment for an office; approves payment of invoices.

Knowledge, Skills, and Abilities

Considerable knowledge of modern office practices and procedures including a specialized phase of clerical work.

Considerable knowledge of the policies, procedures, and services of the organization.

Considerable knowledge of, and skill in the operation of, highly specialized equipment pertinent to the area.

Considerable skill in typing or word processing with speed and accuracy.

Considerable ability to read, write and speak fluent English and another identified language.

Considerable ability to determine priorities, plan, organize, coordinate, and carry out work programs.

Considerable ability to make complex arithmetic and statistical computations with speed and accuracy.

Considerable ability to follow complex oral and written instructions.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to interact effectively with employees in other units of the organization, other departments, management, outside agencies and/or the general public.

Working ability to perform research and analysis, make reports and recommendations.

Working ability to supervise the work of others.

Minimum Qualifications

High school diploma or GED certification and six years of clerical experience, at least two years of which must have been as a Clerk 3, Clerk-Typist 3, Clerk-Stenographer 3, or equivalent. Must be able to speak fluent English and another identified language.