



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: SENIOR CLERK

DIVISION:
DATE ADOPTED:

CLASSIFICATION CODE: 7876

POSITION SUMMARY:

Under supervision, performs general and specialized clerical work; operates office machines; does related work as required.

DISTINGUISHING FEATURES:

This class is distinguished from the next lower class, that of clerk, by assignments that involve more responsible clerical duties with minimum supervision and a good working knowledge of office procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. On occasion, answers the telephone; may act as receptionist for the District.
2. Assists the public by providing information on District programs.
3. Types correspondence, reports, duplication masters, and other material from various rough draft materials.
4. Performs preliminary fact finding for reports and letters.
5. Stuffs envelopes and folders.
6. Operates office machines such as adding machine, calculator, copy machine, mimeograph, spirit duplicator, and offset duplicator.
7. May assume major responsibility for maintaining Division files.
8. Receives money payments and issues receipts; reconciles receipts and cash.
9. Maintains supply of forms.
10. Assists in training or guiding seasonal employees.
11. Performs other duties as required.

MINIMUM QUALIFICATION REQUIRMENTS:

Education: Graduation from high school or equivalent and one year of recent full-time paid clerical experience;

OR

Some equivalent combination of education and job related experience.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of: general office procedures, equipment operation, and business correspondence.

Ability to:

- Spell correctly, use proper English and make arithmetical computations.
- Establish and maintain cooperative relations with the public.
- Perform general clerical work in a highly efficient manner.
- Type at the rate of 50 net words per minutes.

- Operate various office machines such as adding machine, calculator, copy machine, and duplicating machines.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

Possession of a valid California State Motor Vehicle Operators' License.