

PRINCIPAL CLERK

Distinguishing Features of the Class: This is highly important clerical work involving responsibility for the frequent exercise of independent judgment in planning and managing complex clerical activities and independently performing the more responsible and complex functions, which may include financial record keeping operations. The work is performed in accordance with general instructions regarding objectives, policies, and procedures. This employee may be required to operate an electronic computer and related peripheral equipment in compiling and processing data for a variety of statistical and accounting reports. Although a Principal Clerk may not be assigned supervisory responsibilities over subordinate employees; the responsibilities may include planning, assigning, reviewing, and overseeing the work of a complex clerical operation. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment if recommendations are made. The incumbent does related work as required.

Typical Work Activities:

- Plans, assigns and reviews clerical work and instructs employees in the details of specialized clerical work;
- Revises and develops improved work procedures and methods and installs those approved by superiors;
- Performs a number of functional activities in preparing legal papers for court actions;
- Receives and reviews complaints and assigns necessary follow-up action;
- Assists superiors in the preparation of budget information, collection of data, compiling of statistics, and solution of personnel problems;
- Prepares a variety of reports of a statistical and reporting nature;
- Maintains complex activity control records, schedules work loads and flow and coordinates the work with that of other units;
- Enters data into computers and retrieves data and prepares reports;
- Maintains complex indexing, coding, and filing systems;
- Supervises and participates in the maintenance of routine financial and stock control records not requiring specialized account keeping training.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Thorough knowledge of office terminology, procedures and equipment;
- Thorough knowledge of business arithmetic and English;
- Good knowledge of modern office machines and ability to apply it to recurring work problems;
- Thorough knowledge of the policies, laws, and regulations relating to the program of the particular agency;
- Working knowledge in the operations of an electronic computer;
- Ability to plan, assign, and supervise the work of clerical assistants;
- Ability to understand and carry out complex oral and written directions;
- Ability to prepare correspondence and reports;
- Ability to deal effectively with the public;

Principal Clerk continued

- Good judgment in solving complex clerical problems;
- Initiative and resourcefulness;
- Tact and courtesy;
- Integrity;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: EITHER:

(A) An associate degree in secretarial science, business administration, or related field and two years of moderately complex clerical experience; **OR**

(B) Graduation from high school or the possession of a high school equivalency diploma and four years of moderately complex clerical experience.

09/02/88

04/19/99 Retyped

01/02/07

CLASS: COMPETITIVE