

PRINCIPAL CLERK, 1201

Summary of Duties : Supervises, coordinates, and directs a group of employees engaged in a wide variety of clerical activities; independently performs responsible and difficult clerical work; and does related work.

Distinguishing features : Employees in this class are responsible for exercising considerable independent judgment in directing, coordinating, and reviewing the work of a group of clerical employees engaged in a variety of activities and services. The incumbents regularly supervise a group of employees, determine specific work methods, make assignments, train, evaluate employees, and ensure that such work meets department, bureau, or agency requirements. In addition, a Principal Clerk may perform highly specialized clerical work and routine administrative duties under limited supervision and may have regular contact with the public, or bureau or department heads. In performing their work, employees in this class are required to interpret and apply department or bureau policies, procedures, rules and regulations which may require in depth familiarity with City Charter provisions, Civil Service Commission Rules, City Attorney opinions, City ordinances, and department or bureau organizations. Much of a Principal Clerk's activities involve tactfully working with City employees and the public in order to obtain or provide information.

Assignments are often given by limited oral or written instructions requiring the employee to exercise considerable initiative and judgment in planning a course of action. Much of their work involves dealing with highly confidential information and materials. The work of the employees is reviewed for quality, quantity, and results obtained. Errors in their work may lead to significant financial loss, legal consequences, severe damage to public relations, or inefficient utilization of personnel.

The class of Principal Clerk is distinguished from the class of Senior Clerk in that the former has greater supervisory responsibilities and performs clerical duties at a level involving the exercise of greater initiative, judgment, and responsibility.

Examples of Duties : Plans, directs, coordinates, assigns, and reviews the work of a group of clerical employees; supervises, personally performs, or assists in the typing, preparation, processing, maintenance, indexing, classifying, filing, and administration of various documents such as reports, correspondence, employee folders, payroll records, accounting forms, purchasing forms, agendas, minutes, applications, budgetary records and systems, receptionist services, stocks, bonds, clerical and stenographic pools, duplicating services, permits, work orders, personnel documents, messenger

services, collection of fees, accounts payable and receivable, recording of documents, City records, filing systems, legal case development, accident records.

Interviews applicants; trains employees; may counsel and assist employees regarding their work performance and promotability; recommends changes in clerical procedures; provides information to the public, City employees, private industry, media and public agencies on City activities; researches data and composes correspondence, reports, and statistical summaries; coordinates work schedules, work assignments and work order systems; reviews Council, committee, commission, board agendas, newspapers, and various publications for pertinent items; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action program;

May perform and assist in subprofessional accounting activities such as: purchasing, preparation of expense statements, payroll administration, accounts payable and receivable, petty cash funds, cash receipts, remittance reports, deposit certificates, pricing and coding materials, and ordering supplies; computing benefits, salaries, rates, documents, and assessments;

May prepare budget requests; may develop, update, or make recommendations for changes in divisional or departmental policies, procedures or manuals; may act as custodian of records; may arrange conferences and meetings involving the preparation of agendas and minutes; may confer with bureau, department, City, or private and public representatives to discuss bureau or department activities; may supervise the operation of word processing text editing and remote data entry and recall systems and may arrange and coordinate activities involving the repair and maintenance of City facilities, equipment, and property; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of modern office practices, standards, and systems including filing, indexing, report writing, and cross referencing methods; a good knowledge of correct punctuation, spelling, and grammatical usage; a good knowledge of safety principles and practices; a good knowledge of commonly used office machines, microfilm readers, tabulating machines, and other equipment including their maintenance and operation; a good knowledge of the principles of supervision, training, interviewing, and employee relations; a good knowledge of Charter provisions, ordinances, rules, regulations, practices, and City Attorney opinions as they relate to the clerical processing and administration of contracts, purchases, expenditures of funds, records management, timekeeping, budgeting, payroll preparation and verification, personnel, accounts payable and receivable, collection of fees for variety of activities; a good knowledge of bookkeeping and elementary accounting practices and principles; a good knowledge of the laws and regulations as they relate to equal

employment opportunity and affirmative action; a general knowledge of the operation of word processing text editing equipment and remote data entry and recall systems; a working knowledge of the organization, procedures, practices, locations, functions, and services of City departments; a working knowledge of the standard procedures used in budget preparation, budget control, records maintenance, personnel, accounting, and purchasing; a general knowledge of City personnel rules, policies, and procedures; a general knowledge of the City's computer based systems and capabilities; and a general knowledge of Memoranda of Understanding as they apply to subordinate personnel.

The ability to learn, interpret, and apply laws, ordinances, policies, regulations, and procedures; the ability to plan, organize, direct, coordinate and review the work of a group of clerical employees; the ability to develop improvements in working procedures and methods; the ability to compose letters and reports, maintain records, and prepare charts, graphs, tables; the ability to deal tactfully and effectively with employees and the public; the ability to utilize data processing equipment for the purposes of data input and the accessing of information from computer based systems and technology; the ability to independently perform complex clerical work and make arithmetical computations; the ability to gather and compile information which may include researching files and contacting various agencies; the ability to counsel employees on personnel and financial related matters; the ability to perform routine accounting activities such as auditing invoices, preparing demands, maintaining ledgers, receiving fees; and initiative in organizing work and completing assigned tasks.

Two years of experience as a Senior Clerk or in a class which is at least at that level and which provides experience in office clerical work.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting up to less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight. Some of the positions in this class may be filled by persons missing one or both legs or feet; loss of sight in one eye; loss of arm, hand, or digits; partial loss of hearing; and speech impediment.

Persons with other medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of administrative code, this specification is descriptive,

explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.