

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

09/10/2015

ADMINISTRATIVE CLERK, 1358

**Summary of Duties:** An Administrative Clerk performs general office clerical work, which may include customer service, basic word processing, data entry, filing and organizing and related work.

**Distinguishing Features:** The incumbents in this classification perform work which varies from routine and repetitive tasks to those requiring some independent judgment. They normally follow established procedures and may assist the public and other City employees; they may also help to train other clerical employees.

### **Example of Duties:**

- Does general office clerical work requiring some independent judgment such as:
  - Sorting, classifying, indexing, cross referencing, and filing correspondence, reports, and other documents;
  - Using documents such as manuals, catalogs, files, legal records, microfilm, computer printouts to find necessary information;
  - Assisting constituents in person or by telephone, and referring them to proper sources;
  - Answering questions and records requests and complaints; and
  - Receiving applications for permits and licenses and checking them for errors.
- Transfers information from documents such as time reports, applications, invoices, and other requisitions to control records or statements;
- Proofreads reports for errors in typing, spelling, punctuation, grammar, capitalization, and vocabulary;
- Operates various office machines including, photocopiers, scanners, telephone, and related equipment;
- May act as a receptionist;
- Maintains personnel records and prepares a variety of personnel documents;
- Takes inventories and prepares requisitions for supplies;
- Assembles materials for mailing or shipping;
- May pick-up or distribute materials to others;
- Types letters, reports, statistical and financial tables, and other documents from original or corrected copy or rough draft;
- Writes Routine correspondence by following general instructions as to content or referring to templates;
- May handle cash transactions; and
- May do other work for training purposes or to meet technological changes or emergencies.

### **Qualifications:**

**A working knowledge of:**

- Correct punctuations, spelling, and grammatical usage;
- Basic arithmetic;
- Commonly used office machines, and personal computer;
- Office practices, including filing, indexing, and cross referencing methods; and
- Basic bookkeeping practices.

**A general knowledge of:**

- Office clerical procedures.

**Ability to:**

- Perform moderately complex clerical work;.
- Use judgment in organizing and completing assigned work efficiently;
- Learn and apply specific laws, rules, policies, regulations, and procedures;
- Deal tactfully and effectively with the public and other employees; and
- Pay close attention to details.

**Requirement:**

Six months of full-time paid experience in clerical work or retail sales.

**Physical Requirements:** Strength to perform average lifting 5 pounds and occasionally over 15 pounds; arm, hand, and finger dexterity with at least one hand involved in activities such as writing, reaching, and handling; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**