



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: CLERK SUPERVISOR

DEFINITION: Under direction, supervises, coordinates, and monitors a large group of employees engaged in a wide variety of clerical activities.

EXAMPLES OF DUTIES:

- Interviews, hires, assigns, evaluates, and disciplines;
- Establishes priorities and deadlines;
- Composes correspondence and writes manuals;
- Prepares and maintains reports and records;
- Compiles and analyzes statistical data;
- Uses office equipment;
- May handle difficult public-contact situations;
- May participate in the budget process;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Open to classified City employees who have a total of three years of seniority in the classifications of Clerk Typist, Library Clerk and/or Payroll Personnel Assistant, which includes a minimum of one year in these classifications in a lead or supervisory capacity directing the work of clerical personnel; the ability to communicate both orally and in writing; the ability to supervise others and understand and apply City policies relating to supervision; and a satisfactory efficiency rating.

Up to two years of completed job-related college coursework may be substituted for the required experience on a year-for-year basis provided the applicant is a classified City employee with one year of seniority in the classifications of Clerk Typist, Library Clerk and/or Payroll Personnel Assistant, which includes a minimum of one year in these classifications in a lead or supervisory capacity directing the work of clerical personnel.

HISTORY:

New classification created 09/01/84.

Approval/Adoption Dates: 07/01/84 - Human Resources Department