TITLE: COMMUNITY DEVELOPMENT CLERICAL ASSISTANT I-III

DEFINITION: Under supervision, provides increasingly difficult and responsible clerical and administrative support for the delivery of grant-funded programs, activities, and services in the Workforce Development Bureau or the Family Self-Sufficiency Unit of the Housing Authority.

DISTINGUISHING CHARACTERISTICS:

Grade Level I Performs routine clerical duties.

Grade Level II Performs the more complex clerical and administrative duties, or supervises the work of at least two other full-time equivalent positions.

Grade Level III Performs the most complex duties of the classification and supervises a minimum of two other full-time equivalent positions, or performs duties independently and responds to non-standard situations which have a high consequence of error.

EXAMPLES OF DUTIES:

• Creates and types forms, memos, graphs and correspondence;
• Sorts, files, routes, mails, and processes a wide variety of documents;
• Operates office machines, copiers, faxes, calculators and computers;
• Answers telephones, takes messages and gives information over the phone;
• May be called upon to operate a multiple telephone switchboard;
• May maintain logs, records and data bases;
• May order commodities, services and supplies and verify delivery of goods and services;
• May receive payments, issue receipts and keep routine mathematical records;
• May interface with other Community Development Bureaus, other Departments, the public, vendors, and outside agencies in person or by telephone.
• May compose correspondence, write desk manuals, compile information and prepare reports;
• May assist with interviewing, hiring, evaluating, training, supervising or disciplining subordinates;
• Performs other related duties as assigned.
MINIMUM REQUIREMENTS:

Graduation from High School or equivalent.

Ability to type or word process neatly and accurately at a net speed of 40 words per minute; ability to file in alphabetical and numerical order; ability to make simple mathematical computations and corrections of errors in grammar, spelling and punctuation; and ability to work cooperatively with other employees and the public.

Possession of a valid motor vehicle operator’s license may be required for some positions.

Bilingual skills desirable for some positions.

HISTORY:

Established: 09/11/2002
Revised: 08/29/2003
Approved/Adopted: 08/29/2003 – Human Resources
09/24/2003 – Civil Service