

*Code: 7010*

*Title: CLERK - SENIOR - UNCLASSIFIED*

**SUMMARY:** Performs clerical tasks such as transcription, word processing and data entry, provides general information to the public, and files records. This is appointed, unclassified and exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Transcribes from electronic dictation equipment and prepares confidential correspondence and reports; Provides general information pertaining to departmental or program activities, or detailed information concerning the specific function of the work unit;

Indexes, classifies, codes and files various records, reports and other documents;

Responds to questions or procedural problems by performing research and conveying information to the appropriate individual;

Enters data into computers, updates computer records and proofreads printouts for errors;

Receives mailed and over-the-counter payments, issues receipts and verifies daily cash intake with receipts;

Posts time cards, time sheets, and maintains payroll and leave records;

Stamps, sorts and distributes incoming mail and sorts, seals and affixes postage to outgoing mail;

Verifies and records invoices, fund transfers and payments, and posts them to ledgers or other account documents;

Completes departmental forms, checks applications for completeness and accuracy, issues licenses and permits;

Types routine correspondence, memoranda and other materials;

Copies, collates and distributes reports and other documents.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- business English, grammar, composition and spelling;
- chronological, alphabetical and numerical filing procedures and file maintenance;
- office practices and procedures.

Skill in:

- transcribing dictation using dictating equipment;
- use of word processing software;
- coding, classifying, recording, filing and retrieving information;
- understanding and following oral and written instructions;
- making arithmetical calculations;
- operating various office equipment;
- proofreading computer printouts and other materials;
- interacting with the public.

**DESIRED QUALIFICATIONS:**

**EITHER:**

- (1) Two years of experience performing office clerical tasks.

OR:

(2) Two years of experience in transcription from electronic dictation equipment and production of documents.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OR:

(3) One year of experience with Pima County in an administrative/clerical classification.

**OTHER REQUIREMENTS:**

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

12/02/90

Updated 10/12/15(gs)