

CITY OF BURBANK

INTERMEDIATE CLERK

DEFINITION

Under direction, to perform a variety of clerical and office work of average complexity; and to do related work as required.

ESSENTIAL FUNCTIONS

Performs routine clerical duties such as typing, proofreading, filing, operating office equipment, assisting the public, checking and recording information on records; types forms, letters, memoranda, statistical reports and other material from oral direction, rough draft, copy, notes, dictating equipment or other sources; reviews work for typographical and formatting errors; sorts and files documents and records by appropriate category; greets the public, in-person and over the telephone, responding to routine procedural and directional inquiries and/or referring to proper source of information; assists public at the counter with completing and processing various forms; checks and tabulates statistical data; assembles data and prepares reports using discretion to recognize and correct discrepancies; operates a computer terminal to enter, modify, or retrieve data; receives sorts, and distributes incoming and outgoing correspondence; operates calculator, word processor, and other office equipment; in certain City departments will perform specialized duties such as preparing legal descriptions, making simple drawings, issuing licenses and permits, and writing receipts for fees.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – Modern office methods, procedures and equipment; English usage, spelling, grammar, and punctuation; basic arithmetic.
- Ability to - Organize and maintain recordkeeping systems; understand and interpret written material; operate a variety of office equipment, including word processor and computer terminal; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: One year of office clerical experience or completion of a full-time, six-month business course in a recognized business school or six months of experience in the City's Work Trainee program. Ability to type accurately from clear copy at a speed of 45 net words per minute.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.