

CITY OF BURBANK

PRINCIPAL CLERK

DEFINITION

Under direction, to perform a variety of difficult and responsible clerical duties and basic administrative tasks; to plan and direct the work of an office staff or to be responsible for a technical phase of citywide programs; and to do related work as required.

ESSENTIAL FUNCTIONS

Assists in developing, revising, and implementing department plans and programs; types a variety of complex materials from limited instructions or source material; initiates and composes correspondence not requiring the supervisor's personal attention; interprets and applies regulations, policies and procedures; researches, compiles, and analyzes data for reports and projects; reviews application materials for various City programs and services to verify accuracy and/or eligibility; develops and maintains record keeping system for area of responsibility; recommends organizational or procedural changes affecting program area or departmental clerical operation; receives payments, deposits, and warrants; answers inquiries received by mail or personal visits of the public including difficult problems referred by other employees; gives information and makes decisions on technical problems and related federal, state, county, and City law within the responsibility of the department; resolves problems and complaints not resolved at a lower level or refers to proper authority; may train, supervise, and evaluate employees; may schedule and make work assignments; operates a computer terminal to enter, modify, or retrieve data; operates calculator, word processor and other office equipment.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern office methods, procedures and equipment; English usage, spelling, grammar, and punctuation; basic arithmetic; municipal organizations.
- Ability to - organize and maintain record keeping systems; operate a variety of office equipment, including calculator, word processor and computer terminal; plan and direct the work of others; understand and apply a wide variety of legal requirements and departmental policies; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Five years' recent increasingly responsible clerical work, including two years' experience supervising a variety of clerical activities or performing work in a specialized capacity and high school graduation or equivalent. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

SUPPLEMENTAL INFORMATION

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