

CLERK III

PURPOSE AND NATURE OF WORK

Positions in this class independently perform tasks of highest degree of responsibility and difficulty while remaining general-clerical in nature. These tasks include contract preparation, extensive reports requiring calculations, interpretation of reports and providing appropriate services. Incumbents usually work under the direction of a division manager and may lead others in area of expertise, but they do not act in a supervisory role.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Prepares and prints the Discharge Monitoring, electric and chemical usage reports for six wastewater treatment plants. Oversees a sewer leak reduction program, determines ownership of property, makes monthly reports. Reviews proposed contracts; makes additions/deletions in order to comply with standards; prepares and types specifications, change orders and payments. Interprets meter readers' exception reports; analyzes past consumption; schedules maintenance, repair and/or re-reading. Maintains and analyzes records of meter readers' routes and times-spent and recommends revisions, combinations or modifications of routes. Receives and inputs electrical outage reports or wastewater collection trouble reports and schedules maintenance/field assessment. Monitors alcohol traffic action campaign cases. Prepares animal control division offense reports. Reviews business permit applications' compliance with ordinances; issues permits or explains to citizens what is needed. Maintains client database and ticketing systems. Oversees ticket programs. Coordinates emails. Performs clerical duties associated with the administration of group health and life insurance benefits and risk management functions including as related to benefit enrollment, changes, and coverage terminations, assisting employees and retirees with filing insurance claims and assisting employees with completing job injury reports, reviewing accident reports to ensure that all documentation has been submitted, scheduling work physicals and drug tests, tracking premium payments, tracking, validating and paying invoices, reconciling internal accounts and reconciling accounts to third party administrator invoices, and reviewing and preparing related reports. Positions under Risk & Insurance Management are included in the division call out schedule to perform information gathering related to accidents outside of regular working hours, and to schedule the associated drug testing. Provides clerical support to the Compliance division including coordinating inspections, compiling documentary evidence and other information for case report files from inspectors and other sources, formatting presentations and generating ordinances on behalf of division manager, entering case information into software system and collecting associated fees, attending Administrative Adjudication Bureau hearings and generating minutes documentation, and performing administrative tasks related to the condemnation process.

Performs related work as required, including typing, filing, purchase requisitions, direct pays, time sheets when not engaged in primary responsibility described above.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of processes, files, reports and services provided in area of assignment.

Knowledge of ordinances, policies, regulations, methods and materials in area of assignment.

Knowledge of grammar, spelling and arithmetic.

Ability to work independently and diligently on detailed clerical tasks.

Ability to communicate clearly, both verbally and in writing.

Ability interpret mathematical reports, contract documents, or related subject depending on area of assignment.

Ability to form and maintain productive working relationships with the public, employees and elected officials.

DESIRABLE EDUCATION AND EXPERIENCE

Completion of high school, supplemented by college level course work in business, office administration or liberal arts and sciences, and extensive progressively responsible experience in area of assignment; or an equivalent combination of education and experience in clerical positions of higher responsibility.