



CITY OF HAWTHORNE
CONFIDENTIAL CLERK

Classification Specification
(Classified)

JOB SUMMARY

Under general supervision of the City Manager, performs a variety of office work; including word processing, spreadsheets and file management; and performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Confidential Clerk. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

1. Create payment requisitions and keep tract of invoices;
2. Answer phone calls and direct to appropriate party/make phone calls as needed;
3. Prepare City Council packages;
4. Order office supplies for City Manager and other elective officials;
5. Maintain display case in city hall by updating pictures as new events occur;
6. File paper work as needed;
7. Assist residents by answering questions and addressing concerns;
8. Work on special projects as assign;
9. Greets and assists general public with inquiries over the telephone or in person;
10. May be called upon to answer or direct questions regarding departmental standards and procedures to the proper personnel;
11. Types letters from rough drafts and/or oral and written instructions;
12. Types and processes circulars, reports, records, work orders, payrolls, bills, payment requests and vouchers;
13. Receives and processes payments;
14. Operates modern office equipment including a personal computer and related software;
15. Photocopies, collates, staples and binds a variety of materials;
16. May be called upon to assist with the scheduling of committee meetings and makes travel and conference arrangements;
17. Orders and maintains inventory of office supplies and materials;
18. Processes and maintains mailing lists, card indexes, and automated or manual filing systems;
19. Performs basic mathematical computations;
20. May be called upon to maintain and process payroll time sheets;
21. Processes, opens and routes mail;
22. Accepts payments, prepares receipts and deposit slips;
23. Processes confidential or sensitive information;
24. Responsible for set up and clean up of refreshments for meetings;

25. Communicates clearly and concisely using proper English language and phraseology, both orally and in writing; and
26. Performs other duties as necessary and required.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Graduation from high school or GED and;

One (1) year of paid full-time clerical experience; OR

Any combination of education and experience that demonstrates the ability to perform the required duties for the position.

Licenses; Certificates; Special Requirements

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Knowledge of:

1. Operation of modern office equipment, practices and procedures;
2. Automated and manual filing methods;
3. Various business letter composition and report writing; and
4. Proper usage of the English language and phraseology;

Ability to:

1. Use various computer software programs, such as spreadsheets and word processing.
2. Perform basic mathematics/accounting computations;
3. Comprehend and follow oral and written directions;
4. Type 45 wpm;
5. Communicate effectively and concisely both verbally and in writing;
6. Maintain accurate and detailed records; and
7. Deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.