



CITY OF HAWTHORNE
OFFICE CLERK II
Classification Specification
(*Non-Classified*)

JOB SUMMARY

Under general supervision, performs a variety of advanced level clerical work of a general or specialized nature in support of an assigned department; relieves department staff in certain administrative and clerical duties; and performs other related work as required.

SUPERVISION RECEIVED

The Office Clerk II is a part-time journey level clerical position. This position reports to a division head, manager or designee.

DISTINGUISHING CHARACTERISTICS

The Office Clerk II is distinguished from the Office Clerk I in that the incumbent will perform a variety of advanced clerical duties in support of staff of an assigned department; use a higher level of administrative and/or operations knowledge and experience to perform assigned duties; and exercise a higher level of independent judgment and initiative in the performance of duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Prepares, types and processes forms, documents, and other materials in accordance with procedural requirements.
- Provides information to the public and staff regarding office operations, policies, and procedures; responds to and resolves complaints or refers to proper authority;
- Checks reports, records and other data for accuracy and compliance with established regulations/standards;
- Researches and complies confidential and other data for staff, officials and public;
- Learns functions and programs of the department; learns to apply regulations of the department to specific situations where precedents have been established;
- Operates modern office equipment including a personal computer and related software;
- Independently prepares some correspondence;
- Locate materials and information in records and files as required;
- Answers or directs questions regarding departmental standards and procedures to

- the proper personnel;
- Prepares and processes reports, records, work orders, payrolls, bills, payment requests, and vouchers
- Performs basic mathematical computations;
- Maintains automated and manual filing systems;
- Processes confidential or sensitive information;
- Communicates clearly and concisely using proper English language and phraseology, both orally and in writing;
- Posts agendas for meetings and maybe responsible for set up and clean-up of refreshments for meetings;
- Performs other duties as assigned, requested and required.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or GED and;
- Three (3) years of increasingly responsible – recent paid experience, performing clerical work.

Licenses, Certificates and/or Special Requirements

Must possess a valid California Class C driver's license.

Knowledge, Skills and Abilities:

- Perform routine typing, administrative support, and clerical work using some independent decision making;
- Understanding of operation of modern office equipment, practices and procedures;
- Work effectively with minimal supervision;
- Learn the general terms, procedures, and operating details of the assigned department;
- Comprehensive understanding of automated and manual filing methods;
- Aptitude to use various computer software programs, such as spreadsheets and word processing.
- Professional experience creating various business letter composition and report writing;
- Proper usage of the English language and phraseology;
- Perform basic mathematics/accounting computations;
- Comprehend and follow oral and written directions;
- Type at a corrected speed of 45 wpm;
- Communicate effectively and concisely both verbally and in writing;
- Capability to maintain accurate and detailed records; and
- Ability to 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. Reasonable accommodation may be made to individuals with disabilities to perform the essential functions.

While performing the required duties of this job, the employee is required to constantly sit and occasionally stand, stoop, walk or bend. Input data into a computer; exposure to computer glare, vibrations and pitch; reach with hands and arms above and below shoulder level, use hands and fingers to handle, operate objects and equipment; and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. The employee may carry, lift and/or move objects up to 25 pounds.

WORKING CONDITIONS

The employee works in office conditions with controlled temperature settings. The noise level in the work environment is usually quiet to moderate.

FLSA Status: Non-Exempt
Bargaining Unit: Part-Time HMEA
Civil Service Status: Non-Classified

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