

<b>Job Class Code: 0155</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 6</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise or lead assigned staff, and provide complex clerical support. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

<b>TYPICAL TASKS</b>
<ul style="list-style-type: none"> <li>• Supervises or leads subordinate clerical personnel, including planning, training, and assigning and proofing work; assists with evaluation process.</li> <li>• Performs specialized office procedures such as taking and transcribing dictation or meeting minutes, typing documents, correspondence, technical and statistical reports, data for publication, or coordinating contracts.</li> <li>• Transcribes interviews, court reports, assessments, manuals, and other information utilizing dictaphone equipment; types handwritten information such as letters and special projects.</li> <li>• Processes, enters, and maintains information in database for assigned area; schedules and administers tests; processes opportunities and places special advertisements.</li> <li>• Monitors expenditures for assigned area of responsibility; processes departmental payroll; analyzes, prepares, and tracks invoices; processes payments.</li> <li>• Maintains program enrollment; processes work orders; implements computer programs.</li> <li>• Makes appointments and arranges meetings; answers routine correspondence for supervisor independently; processes mail; assists with daily operations as directed.</li> <li>• Establishes and oversees maintenance of files/records for area of responsibility; processes permits; maintains supply/equipment inventory.</li> <li>• Interacts with other departments, clients/customers, and the public by telephone, radio, or in person; provides information, directs individuals to appropriate personnel, or takes and relays messages.</li> <li>• Designs, typesets, and coordinates printing and distribution of informational material such as flyers, brochures, and newsletters.</li> <li>• Assists with planning, coordination, and implementation of special events/programs, including rental program.</li> <li>• Compiles data, and prepares specialized reports.</li> <li>• Performs other related duties as assigned.</li> </ul>

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents; may use descriptive statistics.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

<b>Decisions/Supervisory Control</b>	Guides others making a few decisions, affecting the individual and a few coworkers.
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**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in word processing, secretarial skills, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of full-time equivalent experience in administrative support.
<b>Special Certifications and Licenses</b>	Depending on departmental operational requirements, may require valid driver's license and driving record in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 11/7/2018