

CHIEF CLERK

DEFINITION

Plans, organizes, directs, and reviews a variety of clerical activities and exercises independent judgment in making decisions based on the application of technical knowledge to the work of the office.

TYPICAL DUTIES

Plans, organizes, and reviews the work of a large clerical staff engaged in the preparation of a variety of difficult correspondence and reports.

Through subordinate supervisors, directs the performance of clerical and technical work related to the activities of an office, such as compiling budgetary, financial, statistical, or other information or reports.

Confers with the public, District administrators and other personnel, and administrators of other school districts and governmental agencies to obtain and impart a variety of information.

Plans and supervises the maintenance of a large variety of records and files.

Analyzes clerical work flow, procedures, and forms, and recommends or makes modifications.

Initiates and develops procedural guides and provides functional supervision over procedures followed by clerical personnel not directly supervised.

Evaluates office equipment, recommends equipment replacement, and directs implementation to improve the efficiency of office production.

Operates a variety of office machines, such as copiers, calculators, typewriters, computer terminals, and office computers.

May compile budget requests and supporting data, maintain controls on expenditure accounts, and recommend or initiate adjustments in accounts.

May review a variety of reports, such as Board reports, for accuracy, compliance with statutes, uniformity, and significance.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Chief Clerk supervises a large, multi-unit clerical staff; coordinates a complex and varied work flow; and assists an administrator in planning and managing support services. This class is characterized by the requirement for initiative based upon technical knowledge, and knowledge of policies and precedents.

A Supervising Clerk is in charge of a clerical unit in which independence of action is possible only as to the details of accomplishing a well-defined clerical function or procedure. A Supervising Clerk (Non-Typing) does not perform typing duties. The scope of work is limited to recurring tasks requiring technical and supervisory ability.

Most Principal Clerk positions have major supervisory and office management responsibilities in a section or branch with a sizeable clerical staff. A few Principal Clerk positions have independent responsibility for a highly specialized clerical activity which involves few clerical workers, but involves important contacts and coordination of many details.

SUPERVISION

General direction is received from an administrator. General supervision is exercised over subordinate supervisors and clerical staff. Functional supervision may be exercised over work performed by clerical personnel in other offices and in schools.

CLASS QUALIFICATIONS

Knowledge of:

- Office practices and procedures particularly as related to work flow, work simplification, organization of groups of clerical employees, and supervisory techniques
- Budgetary procedures of the Los Angeles Unified School District
- Organization, activities, and key personnel of the Los Angeles Unified School District
- Applications of a variety of office machines, such as computers, mobile devices, and reprographic equipment
- Principles of supervision, personnel management, progressive discipline procedures and training
- District related applications and database software
- Customer Service practices

Ability to:

- Plan, organize, direct, and review the work of a clerical staff
- Interpret regulations and policies
- Determine the best methods for collecting and analyzing data
- Analyze, devise, and implement appropriate clerical procedures
- Compose nonroutine correspondence and compile reports
- Deal tactfully and effectively with all levels of District personnel and representatives of public agencies
- Work under pressure of frequent work deadlines
- Utilize various computer software programs such as spreadsheet, database, word processing, and email

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office practices and procedures, business arithmetic, and business English or successful completion of the LAUSD's Organizational Excellence Branch's Exceptional Supervisor Certificate Program I.

Experience:

Four years of clerical experience, including two years in a supervisory capacity.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by the law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to the existing duties.