



SENIOR CLERK

DEFINITION: Under general supervision, performs work of moderate difficulty in a specific clerical field, or in a wide variety of general clerical tasks.

EXAMPLES OF DUTIES:

1. Serves as main receptionist for a large office. Answers phones, routes calls and visitors and answers questions as appropriate.
2. Prepares reports and other documents, such as agendas, minutes, ordinances or memoranda, or standard letters.
3. Maintains extensive filing systems and is responsible for the storage and retrieval of all assigned files.
4. Compiles information to be used in various reports and arranges data into report format insuring that all information and figures are correct.
5. Sorts and distributes mail.
6. Maintains appropriate levels of supplies through the entering and tracking of invoices and purchase orders into the City purchasing software.
7. Operates a wide variety of office equipment including but not limited to, a multi-line phone, fax, copier, and personal computer.
8. May serve as the personnel/payroll clerk for a department/division and prepares or reviews a variety of personnel and payroll documents.
9. May supervise the work of other non-exempt staff and assists in the training of non-exempt staff.
10. Performs related work as required.

KNOWLEDGE AND SKILLS:

Knowledge of office terminology and procedures, the operation of office equipment and machines and personal computers. Knowledge of MS Office Suite or other word



processing, spreadsheet and data base software standard that may be adopted by City departments. Knowledge of business English, spelling and arithmetic. Knowledge of computerized timekeeping and payroll systems, as required by the position. Ability to maintain the confidentiality of communications, files and documents.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed primarily in an office setting and is essentially sedentary with occasional walking, standing, lifting, bending, or minimal physical activities carrying items under 25 pound. Many tasks may have set deadlines and involve volume processing. Some driving may be involved.

TRAINING AND EXPERIENCE:

High School Diploma or G.E.D. Two (2) years of experience in office clerical work with experience in use of a personal computer, the MS Office Suite, and governmental software or any equivalent combination and experience.

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid Illinois Driver's License.

Ability to work with the general public.

Residency Requirement:

Effective June 1, 2018 all newly hired employees, including newly hired Department Heads, shall live within the municipal boundaries of City of Rockford within six (6) months of their completion of their introductory period.

Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.