

## CLERICAL COORDINATOR (BOC)

**GENERAL STATEMENT OF DUTIES:** Performs highly responsible clerical tasks which may be confidential in nature; work involves a high degree of judgment and accuracy; coordinates the clerical activities of the Board of Commissioners; works under direct supervision; performs related work as required.

### **STATEMENT OF TASKS:**

Coordinates work to clerical staff in the Board of Commissioners office;  
Coordinates and oversees the activities of the clerical staff including work flow, verification of work performed, and training, not to include evaluation, discipline, hiring or discharge;  
Types and prepares minutes, agendas, reports, correspondence, and other documents;  
Performs all clerical duties assigned to as necessary;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of office terminology, procedures, equipment and business mathematics and English;  
Ability to understand and follow complex oral and written directions;  
Ability to maintain complex records and prepare reports from those records;  
Ability to coordinate the work of other clerical employees;  
Ability to perform work accurately and with good judgment;  
Ability to utilize personal computers and associated software including word processing, spreadsheets and databases;  
Ability to attend work regularly and work under stressful conditions.

### **MINIMUM QUALIFICATIONS**

Four (4) years of clerical experience and the ability to keyboard 50 net words per minute.

### **SPECIAL REQUIREMENTS:**

Must possess a valid driver's license and use of a vehicle during working hours.

  
Human Resources Director

Established: November 19, 2018