

## CLERICAL COORDINATOR (PUBLIC HEALTH)

GENERAL STATEMENT OF DUTIES: Performs highly responsible, difficult clerical tasks which may be confidential in nature; work involves a high degree of judgment and accuracy; coordinates the clerical activities of one or more of the Public Health Department's programs; works under direct supervision; performs related work as required.

### STATEMENT OF TASKS:

Assigns work to clerical employees in the Public Health Department;  
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 reports, correspondence, and other documents;  
Performs all clerical duties assigned to the division when necessary;  
Utilizes personal computers and related software.

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.

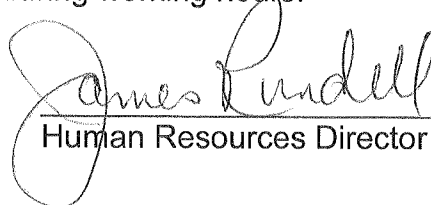
### MINIMUM QUALIFICATIONS

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.

Established: May 12, 1988  
Revised: October 24, 1996  
March 24, 2000  
March 2, 2005  
June 13, 2005

  
Human Resources Director

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### STATEMENT OF TASKS:

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