

CLERK IV

Department:

Reports To:

Division:

Location:

FLSA Status: Non-Exempt

Classification: Full-Time/Civil Service

Approved By:

Date of Approval:

Pay Grade Level: 4

JOB SUMMARY

To perform a wide variety of clerical duties that requires independent judgment to accomplish in support of the staff members and/or operations of an organizational unit or program. Some discretion is required in the performance of these duties. Duties begin to expand in scope and complexity, and develop into departmental-program duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Performs responsible, initial departmental-program duties in accordance with rules, regulations, and policies. May involve communication with other departments, customers, etc
- Processes routine paperwork and/or enters data into a department log or database in the servicing of a customer
- Develops procedures and guidelines related to the imaging of documents; maintains a log of imaged files; may serve as lead-worker over other imaging positions
- Prepares requisitions for the purchase of supplies; may involve entering information into an automated system
- Compiles information from various sources and prepares specialized reports; formats reports according to department standards
- Serves as clerical assist to a manager, which could include keeping appointment schedule, preparing travel, issuing directives to others on their behalf, and relieving the manager of administrative matters
- May begin performing duties related to traditional administrative functions, such as property control, purchasing, and safety, in addition to other clerical duties as noted above

- All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

May supervise 1-2 lower-level personnel.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Must have a high school diploma or GED and/or certificate from technical institute; and/or one (1) to three (3) years of related experience in which clerical work was a major duty; or equivalent combination of education and experience in the clerical field. Two years of experience in which clerical work was a major duty. Training in business, office machines, secretarial science, or closely related curriculum in a business school or technical institute for the required experience on the basis of one month of full-time for one month of experience. Must possess the ability to exercise independent judgment within established systems and procedures. **NOTE:** Individual positions may require typing. Persons applying for those positions may be required by the hiring agency to take a typing test or otherwise demonstrate their typing skills.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of

managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete assigned certification training courses necessary to comply with state and federal guidelines.

OTHER SKILLS AND ABILITIES

- Must possess the capability to learn the technical and professional methods, practices, and procedures in public works project management and competent abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to sit, smell, or taste, stoop, kneel, crouch, crawl, and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and working near mechanical moving parts. The noise level in the work environment is normally moderate and occasionally noisy.