

INTERMEDIATE CLERK

Departmental Promotional
Interdepartmental Promotional
Open Competitive

LAST DATE TO APPLY: FRIDAY, DECEMBER 4, 2009

Resumes will not be accepted in lieu of a City of Burbank application. Applications must be completed, signed and in the City of Burbank's Human Resources Office no later than 5 p.m., on the last date to apply. Postmark dates are not acceptable.

SALARY: \$2,866 - \$3,579/Mo (\$16.53 - \$20.65/Hr) - Salary includes a net 8% PERS contribution paid for the employee by the City.

DEFINITION OF THE POSITION:

Under direction, to perform a variety of clerical and office work of average complexity; and to do related work as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

Performs routine clerical duties such as typing, proofreading, filing, operating office equipment, assisting the public, checking and recording information on records; types forms, letters, memoranda, statistical reports and other material from oral direction, rough draft, copy, notes, dictating equipment or other sources; reviews work for typographical and formatting errors; sorts and files documents and records by appropriate category; greets the public, in-person and over the telephone, responding to routine procedural and directional inquiries and/or referring to proper source of information; assists public at the counter with completing and processing various forms; checks and tabulates statistical data; assembles data and prepares reports using discretion to recognize and correct discrepancies; operates a computer terminal to enter, modify, or retrieve data; receives, sorts and distributes incoming and outgoing correspondence; operates calculator, word processor, and other office equipment; in certain City departments will perform specialized duties such as preparing legal descriptions, making simple drawings, issuing licenses and permits, and writing receipts for fees.

MINIMUM QUALIFICATIONS FOR THE POSITION:

EDUCATION/TRAINING: One year of office clerical experience or completion of a full-time, six-month business course in a recognized business school or six months of experience in the City's Work Trainee program. **Ability to type accurately from clear copy at a speed of 45 net words per minute.**

LICENSE & CERTIFICATES: A typing certificate must accompany City application to be considered. A valid California Class "C" driver's license or equivalent may be required at time of appointment.

TYPING CERTIFICATE REQUIREMENTS. TYPING CERTIFICATES MUST BE FROM A GOVERNMENT AGENCY, BUSINESS COLLEGE, TEMPORARY AGENCY, PUBLIC SCHOOL, OR OTHER VERIFIABLE AGENCY AND DATED WITHIN ONE YEAR FROM THE LAST DAY TO APPLY. NET WORDS PER MINUTE MUST BE STATED ON THE CERTIFICATE. ONLINE TYPING CERTIFICATES ARE NOT ACCEPTED.

EMPLOYMENT STANDARDS: Knowledge of modern office methods, procedures and equipment; English usage, spelling, grammar, and punctuation; basic arithmetic. Ability to organize and maintain recordkeeping systems; understand and interpret written material; operate a variety of office equipment, including word processor and computer terminal; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

THE COMPETITION FOR THE POSITION:

Applications will be reviewed. Admission to competitive examination may be limited to those whose applications show the best combination of qualifications in relation to the requirements and duties of the position. Any part of the examination process may be qualifying only.

THE SELECTION PROCEDURE MAY REQUIRE ANY COMBINATION OF THE FOLLOWING: A WRITTEN EXAMINATION, A PERFORMANCE EVALUATION, OR AN ORAL INTERVIEW. IF YOU HAVE A DISABILITY WHICH MAY REQUIRE AN ACCOMMODATION IN ANY OF THESE SELECTION PROCEDURES, PLEASE NOTIFY THE HUMAN RESOURCES DIVISION IN WRITING BY THE LAST DATE TO APPLY ON THIS BULLETIN.

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