



City of Kansas City, Missouri Job Class Specification

Job Title:	ADMINISTRATIVE CLERK	Department:	MULTI
Job Code:	1020	Status:	NONEXEMPT
		Grade:	L-2

Summary

This is entry level work in an office performing routine clerical and administrative duties.

Work involves performing varied clerical tasks, frequent use of computers and other office equipment. The relative difficulty and responsibility of clerical work performed is usually routine in nature and may involve a variety of tasks.

General assignments are received with opportunities for employees to refine their work procedures. Work is reviewed by observation, records maintained, reports prepared, and results obtained.

Duties and Responsibilities

- Uses a wide variety of office equipment to include computers, calculators, printers, and copiers.
- Performs filing and data entry functions for routine correspondence, invoices, and billing documents according to established procedures.
- Types letters, memos, and maintains basic spreadsheets and databases.
- Maintains financial information records not requiring technical bookkeeping knowledge; posts data to one or more sets of specialized records.
- Assists citizens and customers regarding a wide range of information services, fees and account adjustments.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:
Modern office practices, procedures, and equipment.
Business English, spelling, and math.
Computer information systems and related equipment.

Ability to:
Establish and maintain effective working relationships with other employees and the general public.
Understand and follow oral and written instructions and to make mathematical computations rapidly and accurately.

Skill in:
Operation of basic office equipment.

Education and Experience

High school graduation.

OR

Three (3) months experience performing administrative or customer service duties.

Certificates/ Licenses/Special Requirements	Must pass a background check as proscribed by the City.
Supervisory Responsibility	None
Supervision Received	Work is performed under general supervision.
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
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