

<b>MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:</b> Rev May 2005	<b>CLASS TITLE:</b> CLERICAL SUPERVISOR	<b>CODE:</b> 12115
	<b>MAJOR AGENCIES:</b> BCC (VARIOUS)	<b>PAGE</b> <u>1</u> <b>OF</b> <u>2</u>

**CLASS CONCEPT:** Primary supervisory level in the clerical occupation under general supervision requiring working knowledge of basic clerical practices and procedures in order to supervise assigned staff in a functional area (e.g., Permit Clerk, Account Clerk I & II, Clerical Processing Specialist I, II). Small size staff (2-5). Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Supervises clerical personnel in a functional area (e.g., Permit Clerk, Account Clerk I &amp; II, Clerical Processing Specialist I &amp; II), performs administrative tasks, gathers data and prepares reports and correspondence related to office activities, answers procedural and policy questions, directs activities and communicates with all levels of management and clients to ensure work quality and productivity.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> 1 (budgeting), 2 (bookkeeping), 4 (accounting), 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 10 (safety practices),* 11b (human relations), 12 (office management), 13 (office practices and procedures),* 14 (government structure and process), 15 (counseling), 16 (interviewing), 22 (electronic data processing--data base management); <u>Skill in</u> 25b (Word Processing – Microsoft Office); <u>Ability to</u> 30f (deal with problems involving several variables in familiar context), 30g (understand system of mechanical or other procedures (e.g., bookkeeping, wiring), 30j (interpret variety of instruction in written, oral, picture or schedule form), 30l (define problems, collect data, establish facts &amp; draw valid conclusions), 30r (deal with many variables &amp; determine specific action (e.g., research, production), 31d (calculate fractions, decimals &amp; percentages), 32i (complete routine forms), 32j (maintain accurate records), 32l (write routine business letters reflecting standard procedures), 32m (interview job applicants effectively), 32o (prepare meaningful, concise &amp; accurate reports), 33e (gather, collect &amp; classify information about data, people or things), 34e (establish friendly atmosphere as supervisor of work unit).</p> <p>(*Developed After Employment)</p>

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any)  Equivalent to high school diploma and 2 yrs. experience in the functional area supervised using automated office systems and 6 mos. experience <u>or</u> training in employee development and training. <b>- OR alternative, equivalent evidence of the Minimum Class Requirements.</b> (Other Evidences May Be Substituted)	<b>TRAINING &amp; DEVELOPMENT:</b>
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**CLASS CONCEPT:**

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	<p>Performs tasks of the functional area supervised (e.g., operates office machines (i.e., word processing equipment for complex and/or routine document processing using statistics/formulas, personal computer, copier), posts accounting ledgers and compiles financial data, processes permits, prepares payroll summaries, prepares budget projections, performs clerical tasks (e.g., picks up, opens, stamps, sorts, distributes and/or sends out mail, does copy work, counts, alphabetizes, separates, collates, codes, sorts &amp; distributes materials, photocopies, greets visitors, answers telephone, takes messages &amp;/or refers calls, orders required supplies), maintains associated record systems by updating required information, assists in the development and implementation of computerized data base and report generation, types various materials), contacts others to obtain information for completion of records and reports, arranges appointments and schedules for department staff.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> 1, 2, 4, 6, 7, 8, 9b, 10,* 11b, 12, 13,* 14, 15, 16, 22; <u>Skill in</u> 25b; <u>Ability to</u> 30f, 30g, 30j, 30l, 30r, 31d, 32i, 32j, 32l, 32m, 32o, 33e, 34e.</p> <p>(*Developed After Employment)</p>

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any)  (Other Evidences May Be Substituted)	<b>TRAINING &amp; DEVELOPMENT:</b>
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