



Division Clerk

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
535	Non-Exempt	6 – Administrative Support	ATU	03 – Trans	REV 6-11	Ca 9-85	1 of 1

DEFINITION: Under close supervision, performs routine clerical duties in one or more offices within an operating Division, inputs data in various formats, and maintains Division records and files.

REPORTS TO: The Division’s Transit Office Manager, or designee.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Compiles, maintains, and updates confidential records and files, including employee contact information and personnel files. Monitors the ongoing security of records by ensuring that access extends only to the Division’s approved management staff, and maintains confidentiality at all times.
- Responds to inquiries from District division staff, provides information, and refers staff to other District officials or departments, when appropriate.
- Maintains Occupational Safety and Health Administration (OSHA) required industrial injury history for all division employees. Updates and maintains accident and Industrial Injury report information.
- Issues uniform requisition vouchers, and maintains uniform-allowance records.
- Posts Division memoranda, schedules, job announcements, and other District information.
- Provides clerical assistance to various sign-up activities.
- Maintains required electronic and paper records and files. Distributes paychecks for the assigned Division.
- Schedules Department of Transportation (DOT) physicals and medical certificate renewals.
- Performs other administrative and clerical duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Personal computers and standard office software at an intermediate level of proficiency; standard office equipment including typewriters and calculators; basic record keeping principles and procedures; standard business English; basic mathematics; and current office methods, practices, and procedures.

Ability To: Maintain organized and accurate computer-based and paper files and spreadsheets; accurately input data into spreadsheets and databases in a timely manner, check for accuracy, make needed revisions, and edit accordingly; learn and effectively use new software programs as adopted by the District; maintain inventories of supplies; type accurately at a speed of thirty (30) net words per minute; learn and apply Cal-OSHA reporting requirements and provisions of the Collective Bargaining Agreement; communicate effectively both orally and in writing; problem solve; and establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education/Training: Equivalent to completion of the twelfth grade.

Experience: One (1) year of experience in a clerical position, or office setting with duties that included record keeping, filing, data entry, and word-processing. May be required to demonstrate proficiency in one or more current software programs at the intermediate level of proficiency.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to perform functions at various locations within a large District division.

Special Requirements: None.

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