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REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

Position Title: Chief Clerk
Job Code: 011115
Date Prepared: August 1, 1983

Summary Statement: The incumbent is responsible for supervising other clerical personnel and/or coordinating the performance of complex functions for an established work unit.

Dimensions: The Chief Clerk may report to a Personnel Assistant, a Group Leader, or other administrative or technical personnel. The incumbent usually has supervisory responsibility for Senior Clerks, Clerk Typists, or other clerical personnel.

Nature and Scope: The incumbent supervises and coordinates the activities of an established work unit; performs complex administrative and statistical work assignments; directs and trains subordinate clerical personnel in performing the assigned duties of the unit; checks the accuracy of timecards and ensures that they are completed in an orderly and timely manner; makes recommendations to required clerical personnel concerning changes and procedures; prepares work schedules; expedites work flow; reviews work completed and in process; and may conduct employee appraisals. In addition, the incumbent computes, compiles, and verifies complex data for various standardized reports; maintains awareness of official changes in procedures and regulations; stamps, dates, and maintains various logs for data received from various sources such as Labor Relations and various other sources in the field; and prepares routine and special reports. Some of the incumbent's most difficult duties are verifying the accuracy of timecards and complex, statistical or administrative reports. One of the incumbent's most important duties is ensuring that complex reports are compiled and edited in a timely and orderly manner.

Principal Contacts: The incumbent maintains contacts with Personnel Assistants, Group Leaders, Staff Assistants, and other administrative and technical personnel.

Working Conditions: General office conditions exist the majority of the time.

CHIEF CLERK

Date Prepared: August 1, 1983

Desirable Training and Work Experience: A new hire should have a high school diploma and at least three years of responsible clerical experience. No supervisory experience is required.

Other Special Qualifications: None.