

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Clerical Supervisor

Unit: Supervisory and Professional

Page: 1 of 2
Job Code: D1044
Original Date: 07/1989
Last Revision: 11/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 05

DEFINITION

Under the general supervision of an assigned supervisor or manager, plan and supervise the work of classified staff engaged in varied clerical and technical activities; perform the most difficult and responsible clerical and technical work.

EXAMPLE OF DUTIES

1. Organize, schedule, assign, and review the work of assigned clerical staff; perform or advise on the more responsible clerical and technical work.
2. Supervise, train, evaluate, and schedule assigned staff; interview and recommend the hiring of clerical personnel; establish training programs.
3. Establish standards of work performance; assist in developing and implementing departmental procedures.
4. Resolve personnel problems or conflicts; resolve complaints involving area of responsibility.
5. Provide clerical and technical support to supervisor and department; maintain complex files of special or technical documents.
6. Answer a wide variety of inquiries related to assigned department; interpret and apply laws, rules, policies, and procedures.
7. Supervise the preparation and maintenance of complex operational or statistical records and reports.
8. May represent department on district committees; provide in-service training area of specialty.
9. Order and maintain office supplies; evaluate and recommend equipment purchases and services contracts.
10. Perform special studies and projects as requested.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education code.
- Basic principles and procedures of district computing systems and equipment.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Principles of effective training and supervision.
- Record-keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Compile data for statistical and narrative reports.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Make arithmetic computations quickly and accurately.
- Meet schedules and time lines.
- Operate a variety of office machines and equipment, including computer hardware and software.
- Plan and supervise organize work.
- Train, evaluate, and supervise personnel.
- Type/keyboard at 55 words per minute.
- Understand, interpret, and apply laws, rules, policies, and procedures relating to the work of the department to which assigned.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: two years of responsible clerical experience at the level of a Senior Clerical Assistant or a minimum of four years of increasingly responsible clerical experience.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.