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Job Specification

CHIEF CLERK

DEFINITION:

Plans, supervises and coordinates the clerical activities of an entire department, autonomous agency or major large-scale organizational sub-unit of such entities. When the department, agency or major large scale organizational sub-unit is too large to be managed effectively by a Chief Clerk, the Chief Clerk will assist the Office Supervisor in overseeing the clerical programs of said organizations.

This position differs from others in the clerical series in that it is primarily managerial in nature and scope, as opposed to the limited functional work area responsibility usually associated with the supervising or principal clerical level. The position also differs from that of an Administrative Secretary, Administrative Clerk, or Secretarial Assistant in that incumbents in these titles primarily act in the capacity of personal secretaries, aides or assistants to department heads, division directors or other administrative officers whereas the Chief Clerk is responsible for planning, coordinating and supervising all of the clerical activities of the organization. The secondary functions of these secretarial positions may in a specific

organizational unit or setting overlap or encompass some of the duties and responsibilities of a Chief Clerk. However, the primary functions of such positions remain fundamentally different in nature and scope. Personal contacts at this level are generally with managers of major programs or functions within an agency or department and with subordinate supervisory personnel.

The Chief Clerk establishes guidelines for and coordinates the activities of subordinate supervisors in the performance of their personnel management responsibilities. Typically, a Chief Clerk supervises a clerical program usually through subordinate clerical supervisors of a large department, autonomous agency, or major organization sub-unit of a large department where the duties are of a substantially diversified nature and encompass responsibility for the clerical work of the various sub-sections of the organization. Conversely, a department, agency or unit in other areas of the state may be too small to warrant an Office Supervisor, Chief Clerk or Assistant Chief Clerk and the clerical program may be managed effectively by supervisory and principal clerical levels. Chief Clerks can also take action to resolve controversial personnel management problems referred to them by subordinate supervisors and approve, modify or reject specific personnel actions taken or planned by them. They make recommendations to organization management regarding utilization of staffing resources, and assist in program development and execution.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Directs, organizes, supervises and coordinates activities of clerical personnel and general office programs in the department, agency, or large organizational sub-unit by analyzing and organizing office operations and procedures.

Carries out administrative assignments as required by the department or agency head, division director, Office Supervisor or other administrative official.

Analyzes work requirements and identifies equipment and resources needed to accomplish assignments and makes adjustments among subordinate units as appropriate.

Assembles data pertaining to human resource needs and compiles data into report form to provide a basis for management decisions.

Coordinates work operations among subordinate units and with other organizations in matters that may adversely affect other operations or programs.

Plans office layouts and initiates cost reduction programs in order to improve efficiency or economy.

Prepares letters and memoranda as required; establishes uniform correspondence procedures and style practices.

Formulates office procedures to provide for systematic retention, protection, retrieval, transfer, and disposal of records in accord with administrative directives and accepted practices.

Reviews clerical and personnel records to insure completeness, accuracy, and timeliness.

Evaluates employee performance and conduct enabling the effective recommendation of the hiring, firing, promoting and disciplining of clerical staff.

Explains employee benefits and insurance programs to clerical staff.

May interview candidates for employment and may interview and transact other business with persons in place of an administrative officer.

Compiles information for the agency, department or division budget request.

Makes special and difficult studies of agency operations and prepare reports containing findings, conclusions, and recommendations.

When so designated, in the absence of an administrative officer, may temporarily serve in his or her capacity.

Reviews personnel recommendations submitted by supervisory staff and accepts or rejects such personnel actions as promotions, transfers, or disciplinary measures in accord with budgetary limitations and personnel policy.

Assigns and explains work requirements to supervisory clerical staff regarding new or changing programs, functions, goals and processes.

Will be required to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Five (5) years of supervisory experience in clerical work.

NOTE: Successful completion of a two year program in business and commerce studies at an accredited college or university may be substituted for two (2) years of the above experience. Successful completion of a secretarial training program at a vocational or business school may be substituted on a year-for-year basis for up to two (2) years of the above experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of methods, procedures, and techniques involved in establishing, planning, and organizing a clerical work program and of problems likely to be encountered.

Knowledge of methods and practices involved in the retention, protection, retrieval, and disposal of records.

Knowledge of uniform correspondence procedures and style practices.

Knowledge of common office operations such as typing, bookkeeping, payroll, correspondence, filing, supply requisitioning, and other standard clerical services.

Ability to provide assignments and instructions to individuals and groups.

Ability to carry out cost reduction programs, determine cost effectiveness, and to plan office layouts.

Ability to analyze and organize clerical operations and office procedures.

Ability to understand standard employee benefit and insurance programs.

Ability to conduct employee ratings and performance evaluations.

Ability to perform studies of clerical or general office programs and to prepare reports containing findings, conclusions, and recommendations.

Ability to compose correspondence and memorandums using standard and accepted formats.

Ability to utilize various types of electronic and/or manual recording and information systems used by the department, agency or major large-scale organizational sub-unit of such entities.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
01037		L	C		N/A	20		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.