



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: COMMUNITY DEVELOPMENT CLERICAL ASSISTANT I-III

DEFINITION: Under supervision, provides increasingly difficult and responsible clerical and administrative support for the delivery of grant-funded programs, activities, and services in the Workforce Development Bureau or the Family Self-Sufficiency Unit of the Housing Authority.

DISTINGUISHING CHARACTERISTICS:

Grade Level I Performs routine clerical duties.

Grade Level II Performs the more complex clerical and administrative duties, or supervises the work of at least two other full-time equivalent positions.

Grade Level III Performs the most complex duties of the classification and supervises a minimum of two other full-time equivalent positions, or performs duties independently and responds to non-standard situations which have a high consequence of error.

EXAMPLES OF DUTIES:

- Creates and types forms, memos, graphs and correspondence;
- Sorts, files, routes, mails, and processes a wide variety of documents;
- Operates office machines, copiers, faxes, calculators and computers;
- Answers telephones, takes messages and gives information over the phone;
- May be called upon to operate a multiple telephone switchboard;
- May maintain logs, records and data bases;
- May order commodities, services and supplies and verify delivery of goods and services;
- May receive payments, issue receipts and keep routine mathematical records;
- May interface with other Community Development Bureaus, other Departments, the public, vendors, and outside agencies in person or by telephone.
- May compose correspondence, write desk manuals, compile information and prepare reports;
- May assist with interviewing, hiring, evaluating, training, supervising or disciplining subordinates;
- Performs other related duties as assigned.

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COMMUNITY DEVELOPMENT CLERICAL ASSISTANT I-III (continued)

MINIMUM REQUIREMENTS:

Graduation from High School or equivalent.

Ability to type or word process neatly and accurately at a net speed of 40 words per minute; ability to file in alphabetical and numerical order; ability to make simple mathematical computations and corrections of errors in grammar, spelling and punctuation; and ability to work cooperatively with other employees and the public.

Possession of a valid motor vehicle operator's license may be required for some positions.

Bilingual skills desirable for some positions.

HISTORY:

Established: 09/11/2002
Revised: 08/29/2003
Approved/Adopted: 08/29/2003 – Human Resources
09/24/2003 – Civil Service