

IN THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY OF
LANE COUNTY, OREGON

ORDER NO.

97-10-8-1H

)In the Matter of Adopting a New Position
)Classification into the HACSA Classification
)and Compensation Plan

WHEREAS, it is in the best interest of the Agency to streamline the supervision of its clerical staff; and

WHEREAS, the most effective and efficient way to provide these services is to hire a Clerical Supervisor; and

WHEREAS, the Agency must adopt a new classification and corresponding salary range to create this new position; and

WHEREAS, funds are available in approved budgets for this position, NOW THEREFORE IT IS HEREBY

ORDERED, that the attached position classification labeled Clerical Supervisor be adopted.

It is further ORDERED that the respective monthly salary range for the classification be adopted effective upon Board signature.

Clerical Supervisor: \$2,654.44 - \$3,486.07

DATED this 8th day of October, 1997

Cindy Weeldreyer
Chairperson, HACSA Board of Commissioners

In the Matter of Adopting a New Position Classification into the HACSA Classification and Compensation Plan

FILED

OCT 13 1997

COUNTY CLERK
M. B. ...

APPROVED AS TO BE ...

Date: 9/29/97
Jesse ...

BOOK 159 PAGE 1469
CLERICAL SUPERVISOR
Position Description

DEFINITION

To plan, organize and supervise a large clerical unit performing varied, difficult and responsible clerical functions; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Section 8 Program Manager

Exercises direct supervision over clerical personnel.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

Responsibilities and duties may include, but are not limited to the following:

Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for clerical unit; implements policies and procedures.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in a variety of clerical functions.

Evaluates operations and activities of assigned duties; recommends improvements and modifications; prepares various reports on operations and activities.

Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Answers and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Performs basic interpretation for the public and other staff of laws, regulations, policies and departmental procedures.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of employee training and supervision.

Principles of work coordination and scheduling.

Financial and statistical record keeping practices.

Filing and inventory systems, letter and report writing.

Operation, procedures, rules and regulation of the office or department to which assigned.

Pertinent state, local and federal laws, rules and regulations.

Modern office procedures, methods, computer equipment and software.

Ability to:

Plan, organize, direct, train and review the work of clerical & reception staff.

Make decisions independently and use initiative and judgment.

Communicate clearly and concisely, both orally and in writing.

Comprehend, interpret and adhere to laws, regulations, policies, and procedures.

Establish and maintain records, reports and statistical data and accurately prepare reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Training

Equivalent to the completion of the twelfth grade. Additional specialized training in office management or a related field is desirable.

Experience

Four years of increasingly responsible clerical experience or two years of staff leadership experience as an administrative assistant.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.