

**Alaska Court System
Class Specification**

CENTRAL SERVICES SENIOR CLERK

Range: 12

SOC: 43-5071

EEO4: 07

Class Code: C3720

Definition:

Under general supervision of the Central Services Supervisor, the Central Services Senior Clerk serves as lead staff member and independently performs semi-skilled tasks in support of the supply, printing, mail distribution, and commodity inventory control functions of the Alaska Court System.

Distinguishing Characteristics:

The Central Services Senior Clerk is a single position job class. The incumbent leads the work of several Central Services Clerks and provides a wide variety of support to supervisors, managers, and judicial officers to support the efficient operation of the Alaska Court System.

The Central Services Senior Clerk is distinguished from a Central Services Clerk by the assignment of lead responsibilities and a higher level of independent decisions. The incumbent follows the direction of the Central Services Supervisor and leads projects or operations with responsibilities over all warehouse, forms, supply, and mail elements of the Central Services Division. The incumbent may assist in print shop operations.

The Central Services Senior Clerk occasionally makes decisions which require the exercise of independent judgment. Unusual problems or questions are generally referred to a supervisor. The position leads the work of Central Services Clerks. Full supervisory duties are not typically assigned.

Examples of Duties:

Perform lead responsibilities and make decisions regarding work priorities in mail, supply, warehouse tasks, forms area, and deliveries.

Coordinate with the Fiscal Operations Supply Technician to receive inventory, store and issue supply items.

Pack and ship supplies and equipment.

Responsible for verification (quality control) of outgoing shipments. Send supplies and equipment to court locations outside Anchorage. Deliver supplies and equipment throughout the Anchorage court campus.

Maintain storage and issuance of stock supplies and forms.

Relocate office furniture and perform minor repairs on furniture or equipment.

Perform mail handling duties as needed. Operate and maintain postage meter; add funds and log usage.

Perform bindery work or operate copy machine as needed.

Determine the most cost-effective method of sending outgoing mail and instruct office staff on proper postal procedures and requirements.

Operate and maintain court vehicles in order to make daily pick-up and delivery of registered, certified, and regular mail from the U.S. Postal Service.

Maintain regularly scheduled mail courier routes; deliver mail to court buildings.

Observe security precautions in the pick-up and delivery of confidential, hazardous, or valuable material.

Adhere to special mail handling requirements involving certified mail and restricted delivery mail.

Knowledge, Skills, Abilities:

The Central Services Senior Clerk requires working knowledge of:

- Court System supply and forms procedures.
- Court System mailing procedures and U.S. Postal Service regulations.
- Standard office software.
- Minor repair procedures for equipment and furniture.
- Court System locations, shipping vendors, and varying shipping procedures.

The Central Services Senior Clerk requires skill in:

- Motor vehicle operation.
- Manual dexterity for operation of printing and postal equipment.
- Receipt, storage, inventory, and issuance of supplies and equipment.

The Central Services Senior Clerk requires the ability to:

- Follow oral and written instructions.
- Work closely with supervisors.
- Lead co-workers on projects and other work tasks.
- Use material handling equipment, e.g., forklift, pallet jack and/or carts.
- Learn pertinent postal regulations and procedures.
- Work and communicate with Alaska Court System employees, other State of Alaska employees, vendors, and members of the public.
- Move and lift heavy items weighing up to 50 pounds.
- Maintain the security of confidential, hazardous, or valuable information.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND one (1) year of progressively responsible work experience including at least six (6) months of mail handling, office clerical, or warehouse work experience AND possession of a valid Alaska Driver's License with an acceptable driving record.

Preferred:

Supervisory experience.

07/86 - Original

07/07 – Department Name Change

02/09 – WPA, MQs, Class Code

06/12 – Range Change

12/13 – Title Change

01/14 – Revised; Title Change; Class Code Change; remove MQ questions