



## **St. Bernard Parish, Louisiana**

### **Classification Specification**

### **CLERICAL SPECIALIST I – LIHEAP INTAKE SPECIALIST HOUSING & REDEVELOPMENT**

#### **Purpose of Classification:**

The purpose of this classification is to perform entry level/ routine clerical work to include maintaining of file systems, logs and records; and typing and compiling information to assist in the efficient accomplishment of support activities. This position is distinguished from the Clerical Specialist II in that it requires less experience and greater supervision. Incumbent will be supporting Department of Housing and Urban Development (HUD) programs, specifically administering the LIHEAP program for St. Bernard Parish Government.

#### **Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Maintains basic manual and automated file systems and/or assists in the maintenance of a moderately complex system; codes, classifies, posts and compiles information for use by others; receives, verifies and registers documents; assigns file number and affixes seal as appropriate;

Will be a liaison between the Housing & Redevelopment department and parish residents, providing information about resources, and eligibility.

Provide counseling to participants concerning supportive services.

Reviews forms, documents and other materials for accuracy and completeness; provides assistance to staff and public as required; responds to inquiries and searches files for requested information.

Performs more detailed computations and verifies figures; maintains logs and records of equipment, inventory, costs, services performed, documents received, and charges to be assessed; may also maintain attendance and leave records.

Operates office equipment such as adding machine, computer, copiers, telephone, shredders, fax machines and postage meters.

Types forms, vouchers, requisitions, invoices, notices, schedules, legal documents, and other materials; types from rough drafts or combines data from multiple sources; Performs other clerical duties such as photocopying; ordering supplies, and sending, receiving, sorting and distributing mail.

**Additional Functions:**

Performs other related duties as required.

**Minimum Qualifications:**

High School Diploma or GED required; supplemented by one year of work experience in any capacity, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Louisiana driver's license.

**Performance Aptitudes:**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

**ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated office machines including computers and peripheral equipment;

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse

environmental conditions.

*St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.*