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REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

Position Title: Senior Clerk

Job Code: 010955

Date Prepared: August 1, 1983

Summary Statement: The incumbent coordinates and performs functions of average difficulty for an established work unit.

Dimensions: The incumbent may report to a Chief Clerk, Personnel Assistant, Group Leader or other administrative or technical personnel; may have supervisory responsibility for a Clerk Typist and/or act in a lead capacity.

Nature and Scope: The incumbent is responsible for a variety of duties of average difficulty which may include preparing timecards; input/output of Automatic Data Processing (ADP) information; processing of fuel tickets, rig reports, drilling reports, equipment status reports, telephone billing, or information for Equal Employment Opportunity (EEO) personnel actions. The incumbent exercises judgment and must have a general knowledge of established policies and procedures to compile and check reports and tabulations. Other duties involve selecting and compiling data for reports and other records that are thoroughly involved and of a difficult nature. An example of the incumbent's most difficult duty is to accurately prepare timecards. The incumbent's most important duty is to complete statistical tabulations and reports of average difficulty in a timely, accurate manner.

Principal Contacts: The incumbent maintains contact with a wide range of clerical and administrative personnel for the purpose of compiling data and/or resolving minor discrepancies.

Working Conditions: General office conditions exist the majority of the time.

SENIOR CLERK

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Desirable Training and Work Experience: A newly hired employee should have a high school diploma, approximately one year of clerical experience, and the ability to type at a rate of 44 net words per minute. It takes about six months of on-the-job experience for an employee to become proficient in the duties and responsibilities of this position.

Other Special Qualifications: None.