



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ADMINISTRATIVE CLERK I - H.U.D
Classification Specification
(*Non-Classified*)

JOB SUMMARY

Under general supervision, performs a variety of routine clerical work supporting the Housing department and performs other related duties as required and as necessary.

SUPERVISION RECEIVED

The Administrative Clerk I - H.U.D. is an experience level classification in the clerical series found in the Department of Housing and Community Improvement and reports to a department head or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Administrative Clerk I - H.U.D. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

- Answers inquires about program standards and procedures;
- Prepares letters and circulars from written instructions, reports records, and arranges committee meetings;
- Attends meetings and takes brief notes;
- Post and make entries in books of account or other records;
- Maintains mailing lists, files, and card indexes;
- Extends and computes figures for requisitions and other forms;
- Reads and routes mail;
- Serves as receptionist;
- May operate calculating equipment;
- Compiles, computes, types and photocopies reports;
- Develops and maintains cooperative working relationships with the general public, other agencies, and City staff; and
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school, GED, or equivalent; and
- Two (2) years of clerical experience requiring public contact.

PREFERRED QUALIFICATIONS:

- Cultural diversity and multi-lingual skills (Spanish – speaking preferred but not required).
- Experience working with HUD programs.
- Experience with reviewing HUD policy and procedures.

Knowledge and Abilities

- Knowledge of operation of modern office equipment, practices and procedures, including automated and manual filing methods;
- Knowledge and proper usage of the English language and phraseology;
- Knowledge and ability to proficiently use various computer software programs, such as spreadsheets and word processing;
- Knowledge of business letter writing and business forms;
- Ability to perform a variety of clerical work;
- Ability to make accurate comparisons and computations;
- Ability to maintain accurate and detailed records, indexes and files;
- Ability to communicate effectively and concisely both verbally and in writing;
- Ability to understand and follow complex oral and written directions; and
- Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Non-Classified

Revised: April 2025