

Job Description for: Admin Clerk II

Jobcode	Selection Dt	Review Date	Job Suffix	O/T Class	Job Grade
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9000 Basic Function

GIVE BRIEF SUMMARY OF THE PRIMARY PURPOSE(S) OF THE JOB.

Performs clerical and administrative duties for an individual or group of individuals.

9001 Scope

INDICATE AS APPROPRIATE SIZE, GEOGRAPHIC AREA, PLANT EQUIPMENT THROUGHPUT, ORGANIZATIONS SERVED, FINANCIAL RESPONSIBILITY, AUTHORITY, AND SUPERVISION RECEIVED, WHICH RELATE TO THE JOB.

The Administrative Clerk II performs general clerical and administrative duties for a Unit Head, Section Head or Staff Group or as part of a group of clerks in a large clerical function. Responsibilities involve handling correspondence, records and filing, telephone calls and reception duties, and a variety of other clerical duties as necessary for the efficient running of an office.

Effective performance requires an understanding of Aramco's clerical procedures and policies as well as an understanding of the operations, procedures and policies of the functional area. Supervisors or senior personnel are usually available for consultation on work priorities and particular problems and procedures.

The job is utilized in all areas of Company Operations ranging from Drilling and Producing to Medical, Planning and other technical areas.

The position differs from the Administrative Clerk I position in that the incumbent generally handles more routine, less complex, work assignments.

9002 Principal Contacts

INCLUDE PURPOSE, FREQUENCY AND SIGNIFICANCE TO SAUDI ARAMCO.

Internal: Daily, with all levels of personnel having dealings with the individual or group to whom assigned to receive and give information.

External: Occasional with Industrial Relations, Finance, Materials Supply and other service organizations to receive or provide information, or resolve procedural or policy problems.

9003 Principal Duties

DESCRIBE CONCISELY EACH PRINCIPAL WORK ACTIVITY LISTED IN A LOGICAL ORDER; NORMALLY, THE ORDER WILL BE TO LIST THE MOST IMPORTANT DUTY FIRST. INCLUDE IMPORTANT DECISIONS AND

RECOMMENDATIONS MADE, IF APPLICABLE. FOR SINGLE APPLICATION JOBS INDICATE APPROXIMATE PERCENT OF TIME SPENT ACCOUNTING FOR AT LEAST 75% OF TOTAL TIME. START SENTENCES WITH ACTION VERBS. PLEASE INDICATE THE PERCENTAGE OF TIME AGAINST EACH PRINCIPAL DUTY.

Performs all or a section of the following duties:

- A. Receives incoming mail, sorts, logs and distributes as requires. Receives outgoing mail, logs and distributes.
- B. Types all kinds of correspondence, reports, and Aramco forms using typewriters or word processing machines. Simple letters may be self-composed, more complex transcribed from hand written drafts or from dictating machines.
- C. Receives telephone calls and visitors. Gives answers to routine questions or takes messages. Refers other matters to appropriate personnel.
- D. Prepares various statistical reports, data analyses and summaries using financial, planning and programs, statistical or other reference data as source material.
- E. Creates and maintains filing systems, records, and indices. Keeps reference files and policy manuals up-to-date by adding and deleting obsolete information.
- F. Operates a personal computer, TSO or similar equipment as required to satisfactorily perform work assignments.
- G. Maintains office supplies as necessary.
- H. Operates reproduction machines, omnifax machines, microfilm equipment and other office machines as required.
- I. Performs any other clerical or miscellaneous duties as requested by the supervisor.

9004 Minimum Requirements

A- EDUCATION - DEGREES AND/OR LICENSES REQUIRED; B- PREREQUISTE WORK EXPERIENCE IN ADDITION TO EDUCATION; C- OTHER.

- A. Completion of Phase 1 of the ITC Clerical Training Program. Completion of: E4B, M3B, EK1. Must be certified using AJTS.
- B. Three years experience in the clerical field.
- C. Ability to type in English at 25 net words per minute at 85% minimum accuracy.
- D. Several applications of the job require the ability to operate a word processing machine or personal computer. This will require that the relevant Aramco courses are taken.
- E. A demonstrated ability to perform the work described.