

Legal bases for the organization of clerical work

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Keywords	Abstract
clericalism deductive requisites subjective parallelism rhythm specialization	The effective organization of clerical work in the places has created favorable conditions for the establishment of a state management system. In management, citizens' appeals, petitions, complaints, proposals and letters should be carefully approached, their formalization should be carried out, the contents of their appeals should be studied and analyzed. On the basis of these, citizens' letters should be responded to in a timely and objective manner. Clerkship is one of the most important areas for us. High-level management of an enterprise and organization largely depends on the organization of the clerical system.

Introduction

The timely execution of documents largely depends on the operational effectiveness of the document cycle. That is why electronic clerical work was created to further improve these or other areas. This clerical work accelerates the pace of correspondence and creates favorable conditions for achieving the set goals. In departments and organizations, clerical work is understood as the process of compiling, printing and reproducing documents, formalizing, registering, preparing for transfer to the archive, transferring to the archive and storing them. The clerical service carries out the reception, sending, accounting, distribution to structural units, registration, formalization and formation of cases (Əhmədov, 1998). "Clerical work is divided into general and special clerical work. General clerical work involves correspondence conducted in all areas of departments and organizations. Special clerical work involves correspondence related to any service. In the relevant literature, laws, decrees, instructions, and regulatory legal acts related to the "organization of clerical work", extensive information is provided on the compilation and formalization of all types of documents, the location and importance of documents, their classification and conditions, and general requirements for the preparation of documents (Mirzəzadə, 2024).

In organizing clerical work, subjects should pay attention to the correct spelling of all basic words, checking other words, using more general words, and using fewer words and sentences. It is necessary to widely use electronic clerical work in state administration bodies, as well as in other departments, enterprises and organizations. This not only reduces the administrative burden, but also makes it easier. Establishing and strengthening a modern clerical apparatus is more important for management.

Literature review

Clerical work is inevitable in any office. Majority of the employees do some form of clerical work in their workplaces every day. However, clerical workers fulfill most of these assignments in the office which allow other workers to focus on the most important points of their jobs. Answering phones, scheduling



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appointments, sending faxes, making copies, filling documents, creating records, checking and sending mail and email, typing correspondence, interacting with customers and investors, using computers, paying utility bills, keeping an inventory of supplies can be considered clerical work. In the past, the people who were engaged in clerical work were called “clerks”. In the catholic church, only men are allowed to be clerics (Paul, 1994). The code of Cannon law and the code of canons of the eastern churches show that each cleric should be enrolled or incardinated in diocese (Code of Cannon Law, 2021).

Methodology

As can be seen, a deductive method from general to specific was mainly used in the study of the problem. In addition, the collected information was mainly based on textbooks and monographs in this field, and this information was reinforced with existing legislative information, and the results characteristic of our country were reached. This is possible because all activities of departments and organizations are reflected in documents. By origin, documents are divided into service and personal documents. Service documents reflect the activities of the department, talk about the interests of a group of employees, and personal documents are documents belonging to a specific person (Öztürk, 2024). “The Rules for conducting clerical work with documents in state authorities, departments, organizations and institutions are implemented in accordance with the Decree of the President of the Republic of Azerbaijan No. 935 dated September 27, 2003. In the process of the work carried out, it was determined that in recent times, a number of scholars have extensively analyzed the subject of the general clerical course, its principles, the legal regulation of the documentation process that constitutes its main component, the creation of documents, the classification, types and requisites of documents, in connection with the general rules for compiling organizational and administrative documents in the republic (Khalilov, 2024).

Course subject, principles and system One of the important places in the management of the economy and ensuring its flexibility is occupied by documentation and the organization of work with documents. The improvement of the management culture in the state administration apparatus affects the work of the apparatus, which in turn accelerates the mechanism of management operations. The basic basis of state building is formed by clerical operations. The subject of the course "Organization of clerical operations" is the organization of work with documents, the rules for regulating their movement, use and storage, and regulates the formation of legal relations between state administration bodies, officials of the administration apparatus, private enterprises and citizens and employees. These regulatory rules are based on legal norms and specify the rights and obligations of citizens when performing clerical work. The subjects of the legal relations in question include civil servants and persons applying to them. Legal relations arising in the clerical process occur during the performance of the following specific duties:

- in the preparation and compilation of documents;
- in the visaing by the authorized executive;
- in the process of execution of approved service documents;
- in the control of the execution of documents;
- in the formation and storage of documents;

The course of the clerical process is regulated by laws, regulatory acts, a unified state clerical system and instructions used in the preparation of service documents, state standards. New economic and legal directions regularly adopted by the state administration, the organization of the country's socio-economic development by modern economic laws, the constant formation of private property lead to the establishment of an administrative system based on new standards. The principles of the organization of clerical work in such a case require the establishment of a unified documentation service for the activities of the clerical



apparatus in state bodies and private enterprises, which is currently reinforced by laws. These principles are divided into two main groups:

1. General principles determining the directions of the establishment of clerical work.
2. Special principles of the organization of clerical work.

General principles mean that clerical operations are carried out in the same way in all state administrative apparatuses, departments, enterprises and organizations, regardless of the characteristics of management activities (Khalilov et al, 2024).

Specific principles specify the direction to which economic management field the clerical work belongs and directly cover that field (Musayev, 2005). The following work should be done in the principles of establishing the clerical work: the application of updated clerical rules in management, the forms of working with documents for the performance of duties should be clearly established, and a single, uniform and easily managed, modern clerical system should be created that allows for the wide use of the capabilities of organizational, technical and computer systems (Garibli, 2024). The electronic clerical system should be widely used in state clerical work. The principles of the modern clerical system show that it is even more important for management to establish and strengthen the clerical apparatus. The course of organizing the clerical service should also meet the following principles:

1. Principles of specialization, that is, the division of labor between employees in clerical operations and working with documents.
2. Principles of parallelism, that is, the parallel implementation of individual clerical operations in order to shorten the execution time of work processes.
3. Principles of regulation, that is, the unhindered delivery of documents from the place of their preparation to the place of their execution by short routes.
4. Principles of continuity, that is, the elimination of a number of interruptions in the process of working with documents in order to ensure the efficiency of work.
5. Principles of rhythm, that is, the simultaneous execution of the tasks set before the management apparatus. Here, the implementation of the documentation system is determined in three directions:
 1. On the documentation system in state authorities;
 2. On the documentation system in management bodies;
 3. On the documentation systems of enterprises, financial, banking, judicial and other organizations.

The main documents covering the activities of state authorities are legal acts: laws, decrees, decisions, protocols, etc (Musayev, 2008). Therefore, the normative documents adopted in the field of the correct organization of the clerical apparatus apply to all state departments, local and central government bodies, law enforcement agencies, notaries, educational, archive, customs, private enterprises other departments without exception. On May 28, 1918, the National Council adopted the Declaration of Independence as the main document and formalized the establishment of the independent Azerbaijan Democratic Republic by announcing. From the first days of the establishment of the Azerbaijan Democratic Republic, all state apparatus employees were required to establish and implement clerical work in a national form. More accurate implementation of the documented part of clerical work in government affairs was one of the general tasks of the governing bodies of the young democratic state (Huseynov, 2024).

Discussions and results



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Work with documents is concentrated in the office of a special structural unit of the enterprise. The office's charter is developed in accordance with the laws and the VDKS. The structure of the office is determined by the rank of the department. The structural units of the office are responsible for the fulfillment of all their specific duties. Working with documents, based on the charter, is the organization of clerical work and management of service work. There are enterprises where it is not advisable to organize an office. In such cases, the work is entrusted to the secretary of the head and clerical work is centralized. For this purpose, document centers of clerical work are established in first and second-tier enterprises, and document bureaus of clerical work are established in third and fourth-tier enterprises, which directly carry out the duties of the office and provide clerical services in structural units. A centralized clerical system creates uniformity in working with management documents and increases the efficiency of work with documents. In organizations with a small number of structural units and document turnover of up to 25,000 documents per year, clerical work is carried out in a centralized manner. In organizations with a complex structure and document turnover of more than 25,000 documents per year, as well as in organizations with structural units located in separate territories, clerical work is carried out in a decentralized manner. When the heads of organizations and structural units are changed, cases or documents in progress are accepted and handed over according to the act. A copy of the act is kept in the clerical service. When dismissed or transferred to another job, the executive must hand over the cases and documents in his possession to the newly appointed person to this position or the person temporarily performing this position according to the act. The act lists all cases and individual documents with an indication of the execution status. The clerical service, being an independent structural unit in the department, performs the following tasks:

- reception, registration and accounting of documents;
- distribution of documents and delivery to executors;
- formalization and dispatch of sent documents;
- increase the number of documents on the computer and by technical means;
- control the execution of documents;- sənədlərin vaxtında icraçılardan qaytarılmasını tələb etmək;
- binding and formatting documents;
- preparing and submitting work to the archive; etc.

The Secretariat checks all incoming letters and records, forwards them to the management, prepares drafts of orders and letters, prepares drafts of board plans and sends them to the structural divisions, announces the time of the board, compiles and sends the minutes of meetings, and monitors the implementation of the board's decisions. The following departments operate in the Secretariat:

1. department that streamlines clerical work;

- prepares and implements measures to improve clerical service;
- takes measures to improve the qualifications of clerks and organizes special advanced training courses;
- develops and prepares instructions on clerical work;
- prepares and submits for approval the nomenclature of work in the enterprise;

2. the department that controls the implementation;

- monitors the implementation promptly and informs the management about it;
- formalizes and sends the administrative documents;



- keeps records of documents for service employees.
 - checks the correctness of the preparation and quality of the documents to be submitted to the management for signature.
 - monitors the timely consideration of applications, complaints and suggestions of citizens and informs the management about it.
 - organizes the reception of citizens;
3. section for receiving and sending letters and other documents;
- receives, sends and delivers letters and writings as appropriate;
 - prepares information for management on the volume of document circulation in accordance with the daily accounting of documents.
 - ensures the reception, accounting and storage of completed clerical work;
 - assists departments in compiling the nomenclature of works; monitors the organization of binding of documents into volumes, the correct formation of works, etc.

Conclusion

The efficient organization of clerical work in the places had a direct positive impact on the establishment of the state management system. In management, citizens' appeals, petitions, complaints, proposals and letters should be carefully approached and formalized, the content of the appeals should be studied and analyzed. On the basis of these, citizens' letters should be responded to quickly and in a timely manner. The technical organization of clerical work and its implementation at a cultural level have a positive impact on the management activities of the enterprise. It should be simple and flexible.

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