

CLERK

JG I
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine and standardized clerical tasks. Work is performed under the direct supervision of a higher ranking employee. Detailed instructions are given for new assignments and practices. Does related work as required.

TYPICAL WORK ACTIVITIES:

Sorts, indexes and files mail, bills, requisitions, ledger cards, and other material alphabetically and numerically;
Pulls material from files, makes file searches, maintains charge-out records and file cards;
Checks reports and records for accuracy and completeness;
Answers telephone and gives out information;
Operates office machines;
Makes entries on cards, bills or in ledgers from original sources;
Assists in the preparation of payrolls and maintenance of time cards;
Opens, time-stamps, sorts, and distributes mail;
Operates a telephone;
Makes simple arithmetic computations;
Gives directional information;
Utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;
Working knowledge of business arithmetic and English;
Working knowledge of the functions and organization of the agency to which assigned; ability to understand and follow oral and written instructions;
Ability to write legibly;
Dependability;
Clerical aptitude;
Tact and courtesy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Office clerical experience may be substituted for the high school requirement on a year for year basis.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements