

CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of standard clerical tasks including the use of a personal computer and other office equipment. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. The work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Receives and organizes work to be processed and recorded; Sorts, indexes, and files mail, bills, requisitions, ledger cards and other material; Pulls material from files, makes routine file searches and maintains charge-out records; Issues and records applications, licenses and permits; Collects fees and accounts for monies received; Checks reports and records for clerical accuracy, completeness and proper extension; Orders office supplies and maintains inventory of supplies and equipment; Answers telephone and gives out routine information, or relieves at switchboard; May serve as a receptionist and greet clients and/or visitors; Schedules meetings and appointments; Maintains time records and payroll data; Operates personal computer, photocopy, routine computing and other office machines; Makes entries on control cards, or in ledger from original sources; Makes arithmetical computations and compiles routine statistical reports;

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; Working knowledge of business arithmetic and English; Ability to understand and follow oral and written instructions; Ability to get along well with others; Ability to write legibly; Clerical aptitude; Mental alertness; Neatness; Accuracy; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from high school or possession of a high school equivalency diploma; OR
- B. Two years of clerical experience; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Revised 7/6/87

Revised 3/2/94; 10/3/17; 12/28/17