

CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing standardized clerical duties. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher-ranking clerical or administrative employee.

This position will be responsible for utilizing various software programs, dependent upon the needs of the department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sorts, indexes, and files mail, bills requisitions, ledger cards and other material;

Pulls material from files, makes simple file searches and maintains charge-out records;

Issues and records applications, licenses and/or permits;

Collects fees and/or accounts for monies received;

Checks reports and records for clerical accuracy, completeness and proper extension;

Answers telephone, interacts with the public, and provides appropriate information;

Maintains time records and payroll data;

Operates photocopier, desktop computer, and other office machines;

Makes arithmetical computations and compiles simple 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; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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

B. One year clerical experience; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).