

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 may be responsible for utilizing a micro-computer, remote computer terminal or similar computer equipment in the performance of daily work-related tasks. 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 permits;
Collects fees and accounts for monies received;
Checks reports and records for clerical accuracy, completeness and proper extension;
Answers telephone and gives out routine information, or relieves at switchboard;
Maintains time records and payroll data;
Operates mimeograph, photocopy, simple computing and other office machines;
Makes entries on control cards, or in ledger from original sources;
Makes arithmetical computations and compiles simple statistical reports;

FULL PERFORMANCE KNOWLEDGES, 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).