

Jurisdictional Class: Competitive; Non-Competitive when Part Time
Adopted: May 27, 1969
Revised: May 3, 2010

CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is primarily work of a routine nature involving the performance of standardized clerical tasks. Work is performed under supervision on standard assignments and in accordance with defined procedures. Supervision is available for consultation on unusual problems and for instructions on all new or difficult assignments. Work is reviewed by immediate observation, by constant checks on completed work, periodic or spot checks, cross checking, or at another step in the clerical process. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sorts, indexes, and files mail, bills, requisitions, ledger cards, and other materials;
Obtains material from files, makes simple file searches, and maintains charge-out records;
Issues applications, licenses, and permits;
Collects fees and accounts for money received;
Checks reports and records for clerical accuracy, completeness, and proper extension;
Receives, records or stamps documents, mail, or other material;
May act as receptionist or telephone console operator;
Maintains time records and payroll data;
Operates computing, calculating, copying and other office machines;
May be responsible for inventory and maintenance of a data base inventory system;
Under direct supervision, may assist with minor routine repairs and maintenance of computer equipment;
May be responsible for ordering supplies and distributing to various locations;
Makes entries on control cards or in ledger from original sources;
Makes arithmetical computations and compiles simple statistical reports;
Interviews applicants, clients, or participants in connection with agency programs to obtain and record basic information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Clerical office experience may be substituted on a year-for-year basis for high school.