

CLERK

Department: Various
Classification: Competitive
Adopted:
Revised: 01/15/75; 07/01/85; 7/07/97
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This position involves performing routine clerical duties of average difficulty. Work is routine following standard procedures but with responsibility for the exercise of some independent judgment, or the work is more varied but with less consequence of error. The work involves responsibility for accurate performance of a limited variety of non-supervisory clerical duties. Much of the work follows a recurring pattern which requires detailed instruction on first contacts but which can be performed independently after completion of the learning period. Since this is an entrance position, employees should be alert and demonstrate a willingness to prepare themselves for efficient and complete assumption of their regular duties. A clerk ordinarily works in an office with one or more clerical employees of higher grade, who are available for advice on new or unusual assignments and frequently exercise supervision over the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Prepares routine reports from already assembled material;
- Sorts, indexes and files material alphabetically and numerically;
- Occasionally acts as a receptionist and/or switchboard operator;
- Procures, distributes and maintains stock of office supplies;
- Posts information to various types of records according to standard procedures;
- Computes and checks extensions on forms, compares forms for consistency, checks internal consistency of forms and numbers, stamps documents;
- Operates various office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; knowledge of business arithmetic and English; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; knowledge of typing; physical condition commensurate with the demands of the position.

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