

Department: In all Civil Divisions
Classification: Competitive
Grade: 4

SPEC DISK F2
DOCUMENT 39

CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine clerical work and/or assists in performing more difficult and responsible clerical work. The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sorts and files mail, bills, requisitions 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 and completeness;
Answers telephone and gives out routine information;
Maintains time records and payroll data;
Operates office machines;
Makes arithmetic 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; 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).