

CLERK I

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class independently performs routine clerical assignments and/or assists in performing more difficult and responsible clerical activities. 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 the procedures are established, employees may exercise independent judgement in applying them to specific cases. An appropriate superior exercises supervision over the incumbent by periodic or spot-checking, cross checking, or verification of other steps in the clerical process.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Receives, sorts, indexes, and files mail, bills, requisitions, ledger cards and other various documents and materials;
- Pulls material from files, makes simple file searches and maintains charge-out records;
- Prepares, issues, verifies and records applications, licenses and permits;
- Collects fees and accounts for monies received;
- Checks reports and records for clerical accuracy and completeness;
- Answers telephones, takes messages, makes appointments and gives out routine information in response to inquires;
- Maintains time records and payroll data;
- Maintains simple records and reports pertaining to daily departmental operations;
- Operates photocopier and other office machines in performance of duties;
- Makes entries on control cards or in ledgers from original sources;
- Makes arithmetical computations and compiles simple statistical reports;
- Assists in maintaining inventories, records and other departmental or organizational data;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of personal computers and office equipment;
- Good knowledge of business arithmetic and English;
- Ability to understand and follow oral and written instructions;
- Ability to get along with others;
- Ability to write legibly;
- Clerical aptitude;

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- Mental alertness;
- Neatness;
- Accuracy;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None is required.

Revised 4/19/78
4/16/80
7/25/01