

CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for independently performing routine clerical work and/or assisting in performing more difficult and responsible clerical work. Employees must exercise independent judgment in applying detailed instructions to assignments. 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. Direct supervision is received from a higher level clerical or administrative staff with detailed instructions given for new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Sorts, indexes and files mail, bills, requisitions, ledger cards and other material;
- Pulls material from files, makes simple file searches and maintains a variety of records;
- Issues and records applications, licenses, permits, etc.;
- Answers telephone and gives out routine information or relieves at switchboard;
- Maintains attendance and payroll records;
- May operate a calculator, computer equipment or other office equipment in the performance of daily work related tasks;
- Makes entries on control cards or other records from original sources;
- Makes arithmetical computations and compiles simple statistical reports;
- Performs a variety of related tasks as required.

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 write legibly.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One year of clerical experience.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

SPECIAL REQUIREMENT WHEN ASSIGNED TO THE COUNTY CLERK'S OFFICE: Employment is contingent upon citizenship verification and a criminal background check sufficient for issuance of Enhanced Drivers Licences (EDL's) or identification cards.

Revised

CSC 08/11/92  
06/14/94  
08/09/11  
11/13/18

JC: Competitive, Non-Competitive – P/T Only