


Jurisdictional Class: C
Part-time positions: NC
Location: All Jurisdictions
Fr. Cty. Grade: 3

Revised: 
Date: 6/14/16

Clerk

DISTINGUISHING FEATURES OF THE CLASS: 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. Alertness and willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for employees in this title. The work is performed under direct supervision. 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 searchers 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;
Maintains various ledgers, spreadsheets, etc.;
Answers telephone and gives out routine information;
Maintains time records and payroll data;
Makes arithmetical computations and compiles simple statistical reports.
May operate various office equipment such as: computer, typewriter, copier, mailing machine, etc.;

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.

MINIMUM QUALIFICATIONS:

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