

CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves performing routine clerical duties or assisting in the performance of more difficult or responsible clerical work. The work is performed under direct supervision permitting some exercise of independent judgment in carrying out the details of the work. Detailed instructions may be given for new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Files correspondence, memoranda, reports and other materials;
- Makes entries on cards, or bills, or in ledger from original sources;
- Answers telephone, providing information to callers, taking messages, and making appointments;
- Collects money and accounts for monies received;
- Indexes materials and performs simple record keeping tasks;
- Maintains time records and payroll data;
- Assists in preparation of routine reports;
- Pulls material from files and maintains charge-out records;
- Operates mimeograph, photostat, simple computing and other office machines;
- Makes arithmetical computations and compiles simple statistical reports;
- May relieve telephone switchboard operators.

FULL PERFORMANCE KNOWLEDGES, 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; clerical aptitude; good judgment; tact; courtesy; physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS:

- Either -** **(A)** Graduation from high school or the possession of a high school equivalency diploma;
- or** **(B)** Two years of experience in a clerical position;
- or** **(C)** An equivalent combination of training and experience as defined by the limits of **(A)** and **(B)**.

Competitive Class (FT)

Non-Competitive Class (PT)