

CLERK I

PURPOSE AND NATURE OF WORK

This is routine clerical work involving a variety of tasks such as classifying, sorting, and/or filing correspondence, records, and related data; and keeping records and making simple reports. Incumbents follow established procedures which can be learned on the job. Some positions may require occasional use of a computer/typewriter under conditions which do not require the speed or style typical of a clerk typist class. Detailed instructions are given at the beginning of the work and on subsequent new assignments, but as employees become familiar with particular procedures they work with independence on routine activities. Advice is given employees on unusual work problems and work is subject to check or review upon completion. Some positions of this class may require public contact in which non-technical information is given or obtained.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Sorts and files material alphabetically, numerically, chronologically, and by other predetermined categories; looks up information and materials in files; records information and notes final disposition. Makes routine postings to various records according to standard procedures; makes routine tabulations and arithmetic calculations; issues materials upon request. Collects data in the field. May use computer to access and input information of a routine nature; speed, style, and other typing skills are not required. Operates radio and/or telephone; gives non-technical information which does not require interpretation of policies or regulations; receives and delivers messages and instructions; receives, refers, and records information.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of business English, spelling, and arithmetic.

Some knowledge of modern office practices and procedures.

Ability to read comprehensively in order to obtain pertinent information.

Ability to make simple arithmetic computations rapidly and accurately.

Ability to pay attention to detail for close clerical work.

Ability to follow oral and written instructions and established procedures in doing routine work.

Ability to deal with the public and fellow employees in a courteous and tactful manner.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and some experience in general clerical work; or any equivalent combination of training and experience.