

CLERK I-II

DEFINITION

Under supervision, to perform varied and increasingly responsible clerical duties, and to do related work as required. Work methods in this classification normally follow standard practices, but independent judgment or specific instructions may be required in applying procedures and precedents to unusual cases. Incorrect decisions are usually discovered before serious consequences result. Keying is normally from standard source documents. Employees in this class may have a great deal of contact with the public and employees of other units in seeking and giving out information where general knowledge of departmental policy and procedures is required. Typically there is no formal direct line supervision over others although employees at this level may assist in training new employees and monitoring and assigning work to others performing similar work.

EXAMPLES OF DUTIES

Processes routine reports, correspondence, bills, vouchers, dockets, receipts, schedules, minutes, requisitions, notices, and statistical data; reproduces multiple copies of work; checks and tabulates statistical and financial data, issues licenses and permits, and writes receipts for fees; classifies and posts information; accepts applications; does filing and searching; checks books and other materials in and out; stores and issues supplies; greets visitors and the general public, answering inquiries or referring to the proper official; makes appointments and travel arrangements; audits, balances, and checks payrolls, purchase orders, and claims; compiles figures on expenditures; maintains simple inventory records; maintains files; may operate a switchboard in conjunction with receptionist duties; gathers information on a variety of subjects and compiles routine financial, statistical, activity, and legal reports; may train and assign work to other employees performing clerical tasks; may operate electric typewriters, electronic memory typewriters, data entry machines, word processing equipment, and/or personal computers.

EMPLOYMENT STANDARDS

Education and Experience: Must have any combination of training and experience sufficient to demonstrate that the required knowledge and abilities have been acquired.

Knowledge, Skills and Abilities: Knowledge of modern office procedures and practices; effective oral and written communication skills; ability to spell and to use correct grammar; ability to make arithmetic calculations with speed and accuracy; ability to operate standard office machines; ability to type neatly and accurately; ability to establish and maintain effective relationships with the public.