

CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the performance of a variety of clerical tasks. Positions in this class are supervised by a higher level clerical position or administrator by personal observation; review of work in progress or upon completion; and by review of production records and reports. Supervisory assistance is available with instructions given for new or unusual assignments and procedures. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Review documents for accuracy and completeness according to procedures and instructions;

Sort large volume production work such as applications and various printed material and official documents into sets of predetermined arrangement and number, and assign sequential numbers to each set;

Receive incoming mail, date stamp and route to appropriate individual or location for action;

Code various transactions for computer input from source documents per established coding systems;

Make computations following prescribed steps using the four basic arithmetic functions;

Review account keeping records and reports for arithmetical and clerical accuracy;

Post receipt of payments for various routine program activities to individual accounts;

Compare computer printouts with other records for discrepancies, check source documents to identify cause of error and note appropriate corrective action for supervisor;

Obtain and confirm routine data by telephone or form letter and posts results;

Prepare individual transcripts of school records;

Search for and/or compile pertinent information and data;

Use a data entry terminal keyboard and a visual screen to enter and retrieve pertinent data from computer files;

Log receipt of various documents, applications and forms;

Alphabetize folders and other records;

Maintain a file of unit correspondence, various transactions, records, and related materials;

Answer routine telephone inquiries and/or refer callers to appropriate office or individual;

Prepare routine forms and correspondence in response to inquiries;

Orally provide information to individual members of the public on routine transactions while performing work at a counter or information station.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of clerical operations involving, comparing, checking and counting;
 Working knowledge of office terminology, procedures and equipment;
 Working knowledge of basic arithmetic functions of addition, subtraction, multiplication and division;
 Ability to perform common office record keeping tasks;
 Ability to file material accurately in alphabetic order;
 Ability to organize and collate data from multiple sources;
 Ability to schedule and maintain a record system using running balances;
 Ability to complete a table summarizing data using totals, subtotals, averages, and percentages;
 Ability to follow oral and written directions;
 Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer;
 Ability to type accurately and at an acceptable rate of speed;
 Ability to perform close detail work involving considerable visual effort and strain;
 Ability to complete work neatly and accurately;
 Ability to interact with customers, co-workers, and the general public in a professional and courteous manner at all times;
 Ability to understand and comply with privacy laws and all practices related to the safekeeping of County and customer information;
 Ability to perform close, detailed work involving considerable visual effort and strain; and
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or a high school equivalency diploma (GED)

Jurisdiction Class:	Competitive
Civil Division:	County/All
Adoption by YCCSC:	4/3/1997
Revision by PO:	5/2/2013

