

CLERKS (P.T.)

GENERAL STATEMENT AND DUTIES: Performs routine clerical duties of average difficulty; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for accurate performance of a limited variety of non-supervisory clerical duties. Much of the work follows a recurring pattern which requires detailed instructions on first contacts but which can be performed independently after completion of the learning period. Since this is an entrance position, employees should be alert and demonstrated a willingness to prepare themselves for efficient and complete assumption of their regular duties. A clerk ordinarily works in an office with one or more clerical employee of higher grade, who are available for advice on new or unusual assignments and frequently exercise supervision over the work.

EXAMPLES OF WORK: (Illustrative only)

- Prepares routine reports from already assembled material;
- Sorts, indexes and files material alphabetically and numerically;
- Occasionally acts as a receptionist and/or switchboard operator;
- Procures, distributes and maintains stock of office supplies;
- Return materials to supplies and dealers;
- Counts and records statistics;
- May receive and record money and issue receipts;
- Files registration cards;
- Gives directional information to visitors;
- Assists in taking inventories.
- File cards;
- Open and sort materials;
- File invoices and other order materials;
- Add marks of ownership;
- Paste book plates, pockets and date slips in books;
- Letter and label materials;
- Shellacs library materials;
- Puts covers on library materials;
- Reinforces library materials;
- Issue, renews and receives library materials;
- Collates special books;
- Sorts and files book cards;
- Inspects audio-visual materials;
- Replaces filled book cards;
- Issues overdue notices;
- Clean books.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of office terminology, procedures and equipment; reasonable knowledge of business arithmetic and English; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- a) Graduation from standard senior high school; or
- b) Two years experience in clerical duties; or
- c) Any equivalent combination of either (a) or (b).

Adopted MSD: 1/30/73

Jurisdictional Classification: Non-Competitive