

CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position responsible for the performance of standard clerical tasks including the use of a personal computer and other office equipment. Positions in this class are supervised by a higher level clerical position through personal observation, review of work in progress, or upon completion. Supervisory assistance is available with instructions given for new or unusual assignments and procedures. This position is distinguished from a Senior Clerk which performs more difficult and complex clerical tasks which tend to be routine in nature. A Clerk has no supervisory responsibilities but may assist the supervisor in the on-the-job training of a new Clerk in specific clerical tasks. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and organizes work to be processed;
Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material, and periodically purging obsolete material;
Reviews documents for accuracy and completeness according to procedures and instructions; checks source documents to identify error and notes appropriate corrective action for supervisor;
Proofreads and corrects work, producing an accurate, clean and complete copy;
Uses a personal computer or scanner to process forms, scan or enter information, and retrieve pertinent data;
Codes various transactions for computer input from source documents using established coding systems;
Receives callers and visitors, ascertains their business, and refers them to the appropriate staff or department; answers routine factual telephone inquiries;
Receives incoming mail, date stamps and routes to appropriate individual or location for action;
Makes computations following prescribed steps using the four basic arithmetic functions;
Checks the arithmetic accuracy of calculations;
Posts receipt of payments for routine program activities to individual accounts;
Obtains and confirms routine data by telephone or form letter and records results;
Logs receipt of documents, applications and forms;
Alphabetizes folders and other records;
Prepares routine forms and correspondence in response to inquiries;
Prepares folders with appropriate documentation per established procedure;
Issues notifications to affected individuals per established procedures;
Operates photocopiers, faxes, printers, scanners, calculators and other office machines;
May use a standard typewriter keyboard to type correspondence, records and other written materials;
In school districts, Clerks may perform the following additional duties:
Assists students to and from buses;
Assists teachers in the preparation of materials for classes;
Assists with supervision of students in the lunchroom;
May act as a playground attendant.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, equipment and business English;
Working knowledge of the principal and practices of computerized record maintenance;
Working knowledge of basic arithmetic functions of addition, subtraction, multiplication and division;
Ability to follow oral and written directions;
Ability to perform clerical operations with numbers and letters;
Ability to file material in alphabetical order;
Ability to spell words that are used in written business communications;
Ability to perform common office record-keeping tasks;
Ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer;
Ability to perform close detail work involving considerable visual effort and concentration;
Ability to maintain neat and legible records;
Accuracy.

MINIMUM QUALIFICATIONS: None

MINIMUM QUALIFICATIONS FOR BROOME COUNTY DEPARTMENTS: (EXCLUDING BROOME COMMUNITY COLLEGE)

Graduation from high school or possession of an equivalency diploma.