



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: CLERK I - III

DEFINITION:Under immediate supervision, performs a variety of skilled and unskilled clerical tasks.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - performs the duties of the classification.

Grade Level II - performs the complex duties of the classification.

Grade Level III - performs the most complex duties of the class and/or serves as a telephone operator/receptionist.

EXAMPLES OF DUTIES:

- Sorts, files, routes, mails, and processes a wide variety of forms, memoranda, and correspondence;
- Answers telephones, takes messages, and gives information;
- Operates Xerox and other office machines;
- Performs simple typing tasks such as labels, index cards, and envelopes;
- May open, log and route mail;
- May maintain logs or records;
- May order supplies and verify delivery of goods;
- May receive payments and issue receipts;
- May operate a multiple telephone switchboard;
- May climb ladders, lift and load heavy boxes, and perform similar strenuous work;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Ability to file alphabetically and numerically; ability to effectively communicate both orally and in writing; some positions may require the ability to lift 20 - 40 pounds; a valid motor vehicle operator's license may be required at time of appointment.

HISTORY:

Consolidated Telephone Operator with Clerk III: 06/14/89

Re-established: 07/01/88

Consolidated Clerk with Clerk/Typist: 07/01/75

Consolidated Clerk/Efficiency Records with Clerk: 08/09/40

Approval/Adoption Dates: 06/06/89 - Human Resources Department



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06/14/89 - Civil Service Commission