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