



Clerk I

Salary Group: A07

Class Code: 0055

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CLERK I	0055	A07	\$21,681 - \$31,677
CLERK II	0057	A09	\$23,781 - \$34,859
CLERK III	0059	A11	\$26,332 - \$41,355

GENERAL DESCRIPTION

Performs entry-level to routine (journey-level) clerical work. Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Reviews correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms for completeness and accuracy

Answers inquiries regarding policies and procedures, assists the public and staff in filling out forms, and provides information to the public by mail or phone.

Assembles, organizes, and tabulates data.

Files and maintains supplies, forms, records, and reports.

Opens, sorts, and distributes incoming mail and prepares mail-outs.

Prepares documents for data entry and enters data into database.

Delivers, picks up, or receives documents, supplies, mail, equipment, or materials; checks for quantity and quality; or makes arrangements for repairs and services.

May maintain office schedules and appointments and perform backup receptionist or telephone switchboard duties.

May arrange the scheduling, transfer, and display of surplus property; and may assist in conducting physical inventory.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in clerical work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of office procedures; of spelling, punctuation, grammar, and arithmetic; and of business or program terminology, methods, and procedures.

Skill in the use of a computer and office equipment.

Ability to prepare and maintain records, files, and reports; to transfer stock from one location to another; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require a valid driver's license.