



# Clerk II

Salary Group: A09

Class Code: 0057

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

## GENERAL DESCRIPTION

Performs complex (journey-level) clerical work. Work involves compiling and tabulating data, checking documents for accuracy, transporting documents and/or stock and inventory, and maintaining files. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Proves correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms.

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.

Reviews, compiles, organizes, and tabulates data; performs calculations; and prepares charts, graphs, and tables.

Maintains files, materials, reports, and supplies.

Opens, sorts, and distributes incoming mail; prepares mail-outs; processes outgoing mail; and maintains records on postage, registered mail, and packages.  
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 conduct 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; of business or program terminology, methods, and procedures; of warehousing procedures; of state purchasing policies and procedures; and of records administration and maintenance techniques 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; to make arithmetic computations; and to communicate effectively.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require a valid driver's license.