



# Clerk III

Salary Group: A11

Class Code: 0059

<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
<b>CLERK III</b>	<b>0059</b>	<b>A11</b>	<b>\$26,332 - \$41,355</b>

## GENERAL DESCRIPTION

Performs highly-complex (senior-level) clerical work. Work involves coordinating clerical activities such as compiling and tabulating data, checking documents for accuracy, handling and transporting documents and/or stock and inventory, and maintaining files. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates the receiving, storing, and issuing of files, materials, and supplies.

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, edits, and reconciles discrepancies in reports, purchase orders, correspondence, summaries, manuals, vouchers, journals, ledgers, requisitions, records, and other related forms.

Recommends modification of forms or records.

Opens, sorts, and distributes incoming mail; prepares mail-outs; processes outgoing mail; maintains and reviews records on postage, registered mail, and packages; and maintains and updates mail-tracking systems.

Prepares documents for data entry and enters data into database.

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

Maintains office schedules and appointments.

Arranges for the scheduling, transfer, and display of surplus property and conducts physical inventory.

Performs backup receptionist or telephone switchboard duties.

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.