

DEPARTMENT: ALL APPLICABLE

CLASSIFICATION: COMPETITIVE

APPROVED: 6/24/69

CLERK

DISTINGUISHING FEATURES OF THE CLASS: Performs routine clerical work; This is routine work involving the performance of standardized clerical tasks. Although detailed instructions are given for new or different assignments and practices are rather definitely fixed, employees must occasionally exercise independent judgment in applying them to specific cases. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by another step in the clerical process. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Sorts, indexes and files mail, bills, requisitions, ledger cards, and other materials;
2. Pulls material from files and maintains charge-out records;
3. Answers telephone and gives out routine information;
4. Collects funds and accounts for monies received;
5. Makes entries on cards or in ledger from original sources;
6. Keeps employee time records and prepares payrolls;
7. Acts as a receptionist or switchboard operator when required;
8. Assists in preparation of routine reports;
9. Makes arithmetical computations;
10. Performs a variety of related clerical tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of office terminology, procedures and equipment; knowledge of business arithmetic and English; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly and keep accurate records clerical aptitude; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State Equivalency diploma.