

**CLASS TITLE:**

**CLERK**

**Class Code: 02412200**

**Pay Grade: 07A**

**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform simple routine repetitive clerical work; and to do related work as required.

**SUPERVISION RECEIVED:** Individual tasks, if at all varied, are assigned in detail and specific instructions are given as to the manner of performance; work is carefully checked by supervisor both in process and in final form for completeness and accuracy.

**SUPERVISION EXERCISED:** None.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform simple clerical work which involves a fixed routine, can be readily learned and requires little independent judgement.

To sort and file material, such as checks, cash stubs, vouchers, statements, requisitions or other similar records.

To pull cards and documents from files and, when necessary, to assist in posting or to post information to simple forms, registers, records, etc.

To check various reports or records for accuracy and completeness.

To assist in sorting, classifying, stamping and distributing both incoming and outgoing mail.

To operate office appliances, such as adding, duplicating, letter stamping, and simple addressing machines.

To assemble and staple material for distribution.

To stuff envelopes.

To distribute necessary office supplies.

To perform messenger work.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of business English; a familiarity with standard office filing procedures; the ability to make simple tabulating and arithmetical computations; the ability to understand readily and carry out simple directions, both oral and written; and related capacities and abilities.

**EDUCATION:** Such as may have been gained through: graduation from a senior high school.

Or, any combination of education and experience that shall be substantially equivalent to the above education.

Class Revised: June 9, 1974

Editorial Review: 3/15/03