

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CLERK I **GRADE:** 03

TITLE ABBREVIATION: CLERK I **TITLE NO.:** 6138

JURIS. CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: VARIOUS **DIVISION:**

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position involving routine clerical tasks performed in accordance with established policies and procedures. Specific duties vary with the needs of the department. This class requires only a working knowledge of office practices and procedures. Employees in this class receive detailed oral and/or written instructions on new assignments and work is subject to review. Work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Sorts, indexes and files documents, reports, correspondence and/or other related office documents;

Opens incoming mail, date stamps, and distributes it to appropriate staff;

Responds to requests for routine information by other departments and the public;

Answers telephones and refers calls to appropriate staff members;

Operates simple office equipment such as calculators, fax, photocopiers, or metered mail machines;

Compiles and maintains records by transferring information from original source documents to appropriate logs, data sheets etc.;

May act as a receptionist by greeting and directing visitors and making appointments;

May perform occasional typing duties which do not require a certified degree of proficiency;

May offer back-up clerical support for office staff;

May operate a keyboard and make simple entries into computerized information/word processing systems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of English and business math; working knowledge of office terminology, practices, procedures and equipment; working knowledge of record keeping techniques; ability to follow oral and written instructions; ability to maintain neat and legible records; ability to get along with others; clerical aptitude; accuracy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

05/15/06