

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CLERK II **GRADE:** 4

TITLE ABBREVIATION: CLERK II **TITLE NO.:** 6139

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 work involves responsibility for clerical tasks of a routine nature performed in accordance with established policies and procedures. Specific duties vary with the needs of the department. This class differs from that of other specified clerks in that it requires only a working knowledge of general office procedures and practices and entry-level degrees of proficiencies. Detailed instructions are given on new assignments. Routine assignments are performed independently. Work is performed under direct supervision and does not involve the supervision of other employees. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Indexes and files letters, reports, memos and other related office documents;

Prepares and maintains logs, summaries and routine reports;

Reviews forms for completeness and accuracy;

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

Gives routine information to the public either in person or on the telephone;

Answers telephones and refers calls to appropriate staff members;

Operates standard office equipment such as calculators, fax, photocopiers, microfiche reader or metered mail machines;

May operate scanning equipment and index scanned documents;

May order office supplies and maintain supplies of necessary forms for office staff;

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

May disburse or receive payments, either in person or by mail, issue receipts, and maintain records of such transactions;

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

MINIMUM QUALIFICATIONS: None are required.

NOTE: When assigned to the Office of the County Clerk and the WIC Program in the Health Department, position requires ability to lift and carry 30 pounds.

REVISED: 08/01/12 dmc