

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** CLERK

**TITLE #:** 1165

**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 an entry-level degree of proficiency. Routine assignments are performed independently. Work is performed under direct supervision, and does not require supervision of other employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

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

Conducts simple file searches and maintains record of charge-out of files;

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

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

Assists in preparation of routine reports and surveys;

Operates standard office equipment such as calculators, fax, photocopiers or metered mailing machines;

Makes simple entries onto office documents, records, bills, ledgers, etc;

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

May act as a receptionist and provide routine assistance for inquiries or refer inquiries to appropriate staff members;

May make appointments as required;

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

May work on special projects as needed.

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

**MINIMUM QUALIFICATIONS:** None are required.

NOTE: When assigned to the Village of Maybrook and properly certified, may process passport applications in accordance with federal regulations.

**JURISDICTIONAL CLASSIFICATION:** Competitive; Non-competitive when part-time among Towns, Villages, School Districts, and BOCES.

REVISED: 11/09/16 at