



Clerk or File Clerk

JOB SUMMARY:

This is a position that involves limited independent judgment. Duties include performing clerical work requiring application of various work methods and procedures, and familiarity with departmental functions, policies, and practices.

JOB TYPE:

Position could be appropriate for a part-time role, unpaid internship or full-time opportunity.

POSSIBLE FUNCTIONS:

1. Checks, analyzes, and classifies or alphabetizes materials, conducting limited research when necessary.
2. Makes simple postings to various departmental records.
3. Issues licenses, permits, certificates, writs, or other legal documents, and/or titles in accordance with departmental rules and regulations.
4. Prepares reports involving tabulations or posted data and simple arithmetical calculations.
5. Receives and issues receipts for payments for licenses, permits, certificates, bonds, services, etc.
6. Indexes records and information.
7. Receive, classify, and route incoming mail.
8. May act as receptionist or telephone switchboard operator or as a backup for such a position.
9. May operate typewriter, adding machine, calculator, copier, and/or other office machines.

SUGGESTED EDUCATION, EXPERIENCE, AND SKILLS:

1. Working knowledge of business English, spelling, and arithmetic; office practices and procedures; departmental rules and regulations.
2. Ability to understand and carry out oral and written instructions and to request clarification when needed.
3. Ability to maintain established records and files.
4. Ability to communicate effectively orally and in writing.
7. May be required to type accurately at a speed of at least 35 wpm and/or operate a calculator by touch.