

CLASSIFICATION SPECIFICATION

General Clerk

FT/PT Class Code: 4095, 4995 Pay Grade: B/C 03 FLSA: Non-Exempt Rev. 07/01/08

SUMMARY STATEMENT: An incumbent is responsible for performing routine clerical duties.

NATURE AND SCOPE:

A class incumbent reports to a clerical or administrative supervisor and performs work in accordance with instructions and established routines. Class incumbents sort, file, and retrieve materials; record information on records and logs; prepare and distribute incoming and outgoing mail; operate office machines; receive and route telephone calls, take messages.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Sorts, files, and retrieves material alphabetically, numerically, chronologically, geographically, or by other categories. Prepares files for archiving by organizing files in boxes and labeling boxes.
2. Receives, stamps, sorts, and distributes mail; prepares mail by stuffing, addressing, and stamping envelopes. Picks up and delivers checks, documents, and similar materials.
3. Records routine information on manual/computerized records and logs from one source to another. Compares forms, records, and other items for accuracy; notifies supervisor of discrepancies.
4. Types cards, labels, and other items not requiring typing speed. Operates copiers and collates materials. Operates calculator to add, subtract, multiply, and divide.
5. Answers phone, routes calls, takes messages. Greets and direct visitors as needed.
6. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of basic mathematical calculations.
- ◇ Knowledge of filing techniques and procedures.
- ◇ Knowledge of alphabetical/numerical sorting processes.
- ◇ Ability to sort and distribute mail.
- ◇ Ability to operate office machines and equipment, e.g. copiers, microfilm and microfiche equipment.
- ◇ Ability to compare information to verify accuracy.
- ◇ Ability to record information accurately.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED and one (1) year of relevant experience; or other equivalent combination of education and experience.