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## Clerk I

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### **DEFINITION**

This is routine clerical work in a wide variety of standard and systematic office operations.

Work of this class involves the performance of varied clerical assignments in accordance with clearly defined work methods and procedures. Assignments often involve the operation of standard office appliances and equipment. The nature of the work is such that it can be learned on the job, within a reasonable period of time, without previous experience or specialized training. Initial assignments are limited in scope and are performed under close supervision. As experience is gained, the variety of assignments increase and incumbents perform with some independence. Positions frequently involve public contact wherein the information provided, though varied, is limited to recurring factual data.

Employees may assist and make arithmetic or other checks upon the work of others in the same class, or upon the work of subordinates performing a highly routine clerical function. Work is reviewed in progress or upon completion for accuracy and adherence to departmental standards and procedures. A supervisor is readily available to resolve unusual problems.

### **TYPICAL DUTIES\***

Checks vouchers, accounts, invoices, statements, reports, work orders, data processing source documents, time sheets and other material to ensure arithmetical or clerical accuracy and compliance with defined procedures and regulations.

Keeps records and compiles standard reports or registers such as payrolls, inventories, accounts and complaints where the selection of data does not involve complicated or difficult decisions; files correspondence, forms, reports and other materials to predetermined classifications; opens new and closes old files.

Provides information to the public concerning bylaws or departmental rules, regulations and activities, referring difficult or unusual problems to a supervisor; assists a group of employees performing similar or routine work by providing information on the details of standard routines or methods in an area of specialization.

Prepares tax certificates, services, refunds and related data following well established procedures; receives and records tax payments; maintains local improvements records; extends and balances local improvements charges; calculates frontages of land parcels; records land sales.

Summarizes reports and various data compiling the results into new reports after the selection and arrangement of material follows standardized or well defined procedures. Approves or completes standard information on forms such as Worker's Compensation Board claims, payroll forms, applications, licenses, notices, data processing source documents and other materials.

Operates a variety of common office appliances and equipment such as word processors, adding machines and duplication machines; maintains a stock of stationery and general office supplies; fills forwards orders as received; keeps records of supplies ordered and delivered.

Performs related work as required.

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**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of business English, spelling and arithmetic.

Knowledge of modern office practices, procedures and equipment.

Ability to maintain records and to make arithmetical calculations rapidly and accurately.

Ability to understand and execute oral and written instructions.

Ability to deal courteously and tactfully with the public.

**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Completion of the twelfth (12th) school grade including business subjects with emphasis on general office practices or completion of an appropriate certificate program for an approved school/college and some experience.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0272		0273	
Last Updated:	1993-02			
Previous Updates:	1991-02, 1983-06, 1981-04, 1972-10, 1971-03			
Originated:	1966-06			