

Clerk

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the classification.

Nature of Work

This position requires moderately complex and varied clerical work including the skilled operation of office technology.

An employee in this classification is responsible for the performance of a variety of clerical duties requiring the application of considerable knowledge of office practices and procedures and the exercise of some independent judgment in their execution. Employees in this classification carry out routine duties with considerable independence of action with detailed instructions given on new or unusual assignments. Work frequently requires public contact involving the explanation of departmental policies and regulations. Work is reviewed through observation of operations and examination of final work products.

Duties and Responsibilities:

- Types a variety of correspondence, memoranda, reports and other documents from copy or rough draft; composes routine correspondence for supervisor's signature; proofreads all materials for accuracy of spelling, grammar and punctuation, distributes mail to staff, opens supervisor's mail, if requested.
- Maintains and files a variety of detailed records, reports and other documents.
- Types reports derived from records and other documents, makes mathematical computations; makes simple posting to departmental, fiscal or other records according to standard procedures
- Acts as a receptionist; answers frequent inquires from the public requiring some knowledge of office regulations and procedures; occasionally screens calls for administrators; make appointments; operates switchboard.
- Operates a variety of office equipment such as calculator, copier, duplicator/mimeo, typewriter, intercom, computer and word processing programs.
- Enters purchase orders and follows through until receipt of invoice.
- Contacts parents regarding children's illness if nurse is not available.
- Assists with class coverage / records staff attendance and assists with payroll when necessary.
- Performs related work as required.

Knowledge, Abilities and Skills

Knowledge of:

- ◆ Business English, spelling and bookkeeping.
- ◆ Modern office practices and procedures.
- ◆ Relevant computer software (including, but not limited to Word, Excel).
- ◆ Requiring considerable knowledge of office and third-party regulations and procedures.

Ability to:

- ◆ Maintain confidentiality
- ◆ Carry out a variety of clerical functions with a minimum of supervision
- ◆ Maintain accurate clerical records and prepare necessary reports.
- ◆ Deal with the public in a courteous and effective manner.
- ◆ Understand and follow oral and written instruction.
- ◆ Skill in the operation of office equipment noted above.

Minimum Education, Certification and Training / Experience

- ❖ Must be of good character
- ❖ Must possess a high school diploma or general equivalency diploma (GED).
- ❖ Must pass the current Chariho District Clerk's Test