



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	CLERK I
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8724
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Performs any combination of the following routine and standard clerical duties for a unit or program according to specific departmental requirements and which require application of various standard and routine work methods and procedures.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Checks, analyzes, and classifies or alphabetizes materials, conducting limited research when necessary  
 Makes simple postings to various unit or program records; receives and issues receipts for payments as required  
 Prepares reports involving tabulations or posted data and simple arithmetical calculations  
 Files information in established files and removes files upon request and matches with reports, correspondence, etc.; prepares related indices and cross reference aids  
 Receives, classifies, and routes incoming mail as assigned  
 Acts as receptionist and answers telephones as assigned  
 Operates standard office equipment machines including computers, adding machine, calculator, copier, and other office machines  
 Word processes, proofreads, duplicates, collates, and processes reports and other materials as required  
 Completes all trainings and other compliance requirements as assigned by the designated deadline  
 Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.  
 Previous training and/or experience in office and clerical duties  
 Good word processing, telephone, calculator, and office machine skills  
 Ability to use computer word processing/file management skills  
 Effective communication skills

#### DESIRABLE QUALIFICATIONS

Ability to work well in a team situation  
 Efficient time management  
 Experience in a diverse workplace