



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

JOB TITLE:	CLERK II CONFIDENTIAL
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8700
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Performs any combinations of the following standard and routine clerical duties for a unit or department according to specific departmental requirements and which require applications of various work methods and procedures which may be complex; familiarity with the laws and regulations controlling the unit or department and with unit/departmental functions, policies, and practices is required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Checks analyzes, and classifies confidential and essential materials
- Combines information and material from several sources and transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form
- Word processes, standard reports, memorandums, letters and records in final form
- Sets up and copies standard and complex tabulations
- Establishes, maintains and services files; retrieves and forwards information as required; prepares related indices and cross references
- Receives, classifies, and routes incoming mail
- Acts as receptionist or as a back-up for such a position
- Operates standard office equipment and machines including computers, adding machine, calculator, copier, and other office machines
- Conducts limited research of records for information relating to job function
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and 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. and working knowledge of business English, spelling and arithmetic
- Previous successful experience in office and clerical duties
- Experience with computer, word processing/file management/transcription functions
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Ability to work well in a team situation

Efficient time management
Training or education in business practices and skills
Experience in a diverse workplace