



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

JOB TITLE:	CLERK TEMPORARY / SUBSTITUTE
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8967
BARGAINING UNIT:	SUBC

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 work place