



NEW: 07/01/2019  
 Submitted: 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