



OFFICE CLERK

Department:	As assigned	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: To provide general office assistance in support of an assigned function; to perform a variety of clerical, secretarial and administrative tasks; to provide information to citizens and the general public; and to create and maintain a variety of records and files.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provide clerical support to the assigned division; may also fill-in as needed for other departments.
- Responding to requests for information from the general public, or other internal departments, and employees. Answering routine questions, directing visitors to appropriate locations.
- Various Clerical duties, utilizing standard office equipment, to include: screening incoming calls, taking and transmitting messages, distributing mail, processing mail, making photocopies, typing, document scanning, and filing.
- Types, enters data, or word processes routine documents and information, compiles data for routine reports.
- Receive, sort, and distribute a variety of correspondence, records, and information to appropriate personnel and the general public.
- Process a variety of forms and paperwork, using established procedures.
- Files documents alphabetically, numerically, or by other prescribed method.
- May perform other duties of a similar nature or level as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma, or G.E.D.; AND one year experience progressively responsible clerical experience; OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Typing Certificate verifying 35 w.p.m.

Required Knowledge of:

- Safe work practices;
- Inventory maintenance principles;

JOB DESCRIPTION

Office Clerk

- Spelling and grammar principles;
- Basic filing and recordkeeping principles;
- Modern office procedures;
- Basic mathematical concepts;
- Customer service principles

Required Skill in:

- Using computers and related software applications;
- Filing and typing;
- Providing customer service;
- Prioritizing work;
- Performing multiple tasks simultaneously;
- Entering information into a database;
- Maintaining various records and files;
- Communications, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects Up to 25 pounds.