

## CLERK I

NATURE OF WORK IN THIS CLASS:

This is routine clerical work. Clerical work involves simple office work based on prescribed or well established procedures. Tasks can be learned by on-the-job training in a few days. Instructions are given at beginning level and subsequent assignments. After employees become familiar with office routine and particular procedures or tasks, they work with independence on regular assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Arranges, maintains, and files material according to alphabetical, numerical or other predetermined categories; retrieves materials according to a prescribed or well-established procedures.

Performs simple inventory of office supplies and equipment.

Posts various records according to established procedures; does simple tabulation of data and simple arithmetical computation.

Receives customers and other visitors to the department; determines their needs, and directs them accordingly.

Sorts incoming mail according to departmental/divisional practices; maintains incoming/outgoing record log for division or office.

May operate typewriter or other office machines learned on the job.

May maintain employee time sheets.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to learn office practices and procedures.

Ability to learn routine clerical tasks readily and to adhere to prescribed procedures.

Ability to understand and follow routine oral and written instructions.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to learn to operate common office machines whose operation may be learned on the job.

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MINIMUM EXPERIENCE AND TRAINING:

No experience or training is required. Minimum knowledge, abilities,  
and skills listed above are required.

Established: July 1980



DAVID R. FLORES, Executive Director  
Civil Service Commission