

OFFICE CLERK IV

Code No.: 4-05-014
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level clerical work involving responsibility for the performance of routine clerical tasks. Independent judgment is restricted to the application of standard procedures to specific cases. The use of a personal computer for word processing and database entry is an integral part of this position. Employees receive detailed oral and/or written instructions for new, more involved or difficult assignments. The work is reviewed by immediate supervisory observation, by cross checking, or by another step in the clerical process. The employee reports directly to and works under the direct supervision of a higher-level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Types uncomplicated material such as memoranda, form letters, short correspondence, brief reports, simple records, vouchers and requisitions;

Types more involved material as needed such as lengthy memoranda, correspondence, reports, statistical tabulations and data;

Enters and extracts data and information from a database;

Date stamps, sorts, and distributes mail to appropriate office and/or employees;

Sorts, indexes, and files correspondence, reports, memoranda, records, purchase orders, requisitions, applications, and other office material;

Pulls material from files, makes simple file searches, maintains charge out records;

Operates standard office equipment such as computer, copier and fax machine;

Checks accounts, documents, reports, and/or records for clerical accuracy and completeness;

Extends and totals arithmetic entries;

Collates assembled materials;

Organizes materials for mailing and stuffs envelopes by hand or envelope stuffing machine;

Issues and records applications, licenses, permits;

Relieves at switchboard; answers telephone and obtains and gives out routine information about office function and services, refers calls to proper office and personnel, or takes messages;

Acts as office receptionist by greeting visitors, obtaining and giving out information, directing visitors to proper office, or announcing visitors and appointments;

Receives remittances by mail or in person, issues receipts and records;

Posts to simple financial records.

WHEN ASSIGNED TO A SCHOOL DISTRICT OTHER THAN THE CITY SCHOOL DISTRICT, INCUMBENTS MAY ALSO:

Assist the nurse teacher in a school health office, interacting on a daily basis with students, providing minor first-aid and arranging for transportation of ill or injured children;

Assist in libraries and resource centers, filing materials, checking and shelving books;

Acts as monitor in study halls, libraries, and media centers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of basic arithmetic operations; working knowledge of the rules of punctuation and spelling; working knowledge of office terminology, practices, procedures, and equipment; ability to add, subtract, multiply and divide; ability to sort, arrange, and file material alphabetically or numerically; ability to locate materials in files; ability to operate standard office equipment; ability to follow oral or written instructions; ability to deal effectively with the public or office personnel; ability to obtain accurate and sufficient information from callers or visitors and to take messages; ability to use a personal computer for word processing and database entry; ability to type material from straight copy and as needed from rough draft or detailed instructions; ability to write legibly; record-keeping ability; ability to use a telephone in a courteous and efficient manner; clerical aptitude; accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: Where education is lacking, clerical experience may be substituted on a year-for-year basis.

REVISED: November 13, 1986

REVISED AND TITLE CHANGED: May 8, 2008

FORMERLY: CLERK TYPIST

ADDITIONAL INFORMATION: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.