



## Job Description

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|--------------------------------|-------------------------------|----------------------------|
| <b>Title: Office Clerk</b>     | <b>FLSA Status: N/A</b>       | <b>Created: 02/16/2022</b> |
| <b>Supervisor: As Assigned</b> | <b>Work Year: 10.5-Months</b> | <b>Range: 16</b>           |
| <b>Department: As Assigned</b> | <b>Bargaining Unit: CSEA</b>  | <b>Approved: 4/20/2022</b> |

### **JOB SUMMARY:**

Under immediate supervision, perform a variety of general clerical duties of entry level difficulty to include typing, record keeping, record checking, filing, receptionist **responsibilities** in a an office, and perform other duties directly related to this job description.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Perform a variety of entry-level clerical duties in an office; type, file, process mail, answer telephones, place orders, process applications, and maintain records as assigned. Alphabetizes files and refiles papers, cards, records and reports. Answers inquiries regarding routine departmental procedures and routes telephone calls. Duplicates materials as required and addresses, processes, stamps envelopes for outgoing mail. Makes arithmetical calculations.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **KNOWLEDGE OF:**

Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary. Ability to operate a variety of office machines and equipment including typewriter, copier, word processor and computer terminal and printer as required. Ability to operate a spiral binding machine, punch press, cutting and folding machines as assigned. Ability to establish and maintain effective working relationships with others.

### **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS:**

High school diploma or equivalent.

### **WORKING CONDITIONS:**

Manual dexterity and physical condition necessary to maintain a rigorous work schedule. Dexterity of hands and fingers to operate standard office equipment including a typewriter or computer terminal to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time. Light to moderate stress level.

**Work Environment:**

Indoor office environment.

Temperature - normal climate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.