

CLERK TO THE DIRECTOR OF PUBLIC SERVICE

General Definition and Conditions of Work:

Performs responsible clerical work providing a variety of clerical and general office assistance tasks; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Essential Functions/Typical Tasks:

Providing general clerical support work; typing, word processing, data entry, copying, filing, and records preparation; assisting the public.

Greets the public.

Answers telephone and relays messages; responds to routine questions.

Types, prepares, and checks statements, forms, records, and other materials for accuracy, completeness, and conformity with established procedures.

Types letters, memorandums and other material from rough drafts, marginal notes, or verbal instructions.

Maintains files.

Enters, verifies computer records.

Opens, sorts, and distributes mail.

Prepared deposits for checks received.

Classifies codes, and files reports, statements, correspondence and other related data.

Performs data entry tasks.

Prepared necessary documents, as assigned.

Performs related tasks, as required.

Knowledge, Skills, and Abilities:

General knowledge of standard office practices, procedures, equipment, and office assistance techniques; general knowledge of business English, spelling and arithmetic; ability to type accurately and at a reasonable rate of speed; ability to make arithmetic calculations, and file alphabetically; ability to establish and maintain effective working relationships with associates and the general public; ability to understand and follow oral and written instructions.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school including or supplemented by a course in typing and some clerical and typing experience.