

CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the independent performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sorts, indexes, and files mail, bills, requisitions, ledger cards and other material;  
Pulls material from files, makes simple file searches and maintains charge-out records;  
Issues and records applications, licenses and permits;  
Collects fees and accounts for monies received;  
Checks reports and records for clerical accuracy, completeness and proper extension;  
Answers telephone, relieves at switchboard and provides or receives routine information;  
Maintains time records and payroll data;  
Operates copiers, computers and other related business equipment;  
May be required to perform simple data entry;  
May make entry in ledgers from original sources;  
Makes arithmetical computations and compiles simple statistical reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma; or
2. One (1) year of full-time paid, or its part-time equivalent, business office clerical work experience.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

REVISED: 9/16/98; 10/28/14; 11/8/19

CIVIL SERVICE CLASSIFICATION: FULL-TIME: COMPETITIVE

PART-TIME: NON-COMPETITIVE (in all Civil Divisions)

(Ontario County job specification for Clerk adopted by City of Geneva on 9/8/00)