

GENERAL OFFICE CLERK

CLASS SUMMARY

Under supervision – does general but somewhat varied clerical work requiring the ability to apply specific instructions to individual cases; revises/prepares documents from rough draft or printed copy; files; types; answers students' questions or directs them to proper channels; interprets and applies well-defined procedures; performs related duties as required.

REPRESENTATIVE DUTIES

Performs a variety of clerical and word processing work related to the function to which assigned; prepares letters, memoranda, reports, bulletins, charts, requisitions, and other material from rough drafts or clear copies; compiles information from various sources and types on a variety of standardized forms; checks and reviews data for completeness and conformance with established regulations and procedures; sorts and files material alphabetically, numerically, chronologically; answers telephone and meets students, instructors and the public and provides routine information; maintains files and keeps records; operates office machines and equipment.

ORGANIZATIONAL RELATIONSHIPS

This class reports to designated supervisor. Work load may be directed by a higher-level clerk who clarifies factual or procedural questions and/or routines.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

High school diploma or equivalent, and at least one year of typing, office technology training and/or clerical work experience.

Knowledge and Abilities

Knowledge of: modern office practices; operations of office equipment.

Ability to: maintain clerical records and prepare simple reports; perform clerical work with speed and accuracy; operate office machines and equipment; including personal computer and word processing software.

Skills: must complete keyboarding and clerical (filing and checking) skills evaluation. Screening committee will use results as one of the selection criteria.