

OFFICE CLERK - 550

DEFINITION OF WORK

Under immediate supervision, performs routine clerical work requiring minimum typing skills; does related work as required.

EXAMPLES OF WORK

Acts as receptionist; answers phone, greets visitors, answers general inquiries, directs public to proper office or official; opens, sorts and distributes mail; prepares outgoing mail; maintains files, searches files and retrieves information upon request; orders supplies from warehouse; checks and stores supplies upon receipt; picks up and delivers various forms and documents; types routine correspondence, forms and reports; sorts, codes and files various forms and documents, may check for accuracy and completeness; uses calculator, photocopy machine and microfilm reader-printer; tabulates and reports financial and statistical data.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma supplemented by courses in typing and office procedures.

Knowledge, Skills and Abilities: Ability to spell and to use correct grammar; ability to make routine arithmetic calculations; ability to follow oral and written directions; ability to type accurately at 40 words per minute.