

SENIOR OFFICE CLERK - 573

DEFINITION OF WORK

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

EXAMPLES OF WORK

Types a variety of reports, correspondence and various documents using a typewriter or word processor; acts as a receptionist; opens and distributes mail; sorts, codes and files correspondence, vouchers, forms, documents and other materials; answers general inquiries or refers them to appropriate officials; supplies information on established departmental policies; enters and retrieves information on a visual terminal system; uses a calculator to check and compute routine financial and statistical data; prepares payroll/purchasing transactions; orders supplies and maintains inventory; prepares routine reports from file data.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma and two years of typing and general clerical experience.

Knowledge, Skills and Abilities: Knowledge of modern office procedures and practices; ability to spell and to use correct grammar; ability to make arithmetic calculations with speed and accuracy; ability to operate standard office machines; ability to establish and maintain effective relationships with the public; ability to type accurately at 50 words per minute.

