

DISTINGUISHING FEATURES OF THE CLASS: Work is primarily of routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and practices are rather definitely fixed, employees must occasionally exercise independent judgment in applying them to specific cases. Work is reviewed by immediate observation, by checking completed work or by periodic spot checks.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

May utilize a personal computer in the course of carrying out various clerical duties;

May sort, stamp, log in and distribute incoming mail, vouchers, applications and related documents;

Indexes and files documents, reports, correspondence and/or other related material;

May calculate and check routine arithmetical computations;

Acts as receptionist, directing callers to the proper person or office and gives information of a routine nature;

Operates various office machines, including personal computers, typewriters, copiers, fax machines, etc.

Assists in taking inventories;

Maintains records and prepares simple reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; some knowledge of business arithmetic and English; ability to understand and follow oral and written direction; ability to write legibly; clerical aptitude; mental alertness; neat appearance; tact; and

courtesy.

MINIMUM QUALIFICATIONS: There are no academic or experience qualifications for this title.

To be eligible for appointment, candidates must demonstrate entry-level clerical aptitude and competence by successfully participating in an entry-level clerical examination.

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Last Reviewed: 8/3/04
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A
Placed into Clasplan on 7/19/04

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Removed from draft and placed in classplan on 11/10/04
Revised and Replaced in Classplan: 1/3/2023