

TITLE*Clerk***QUALIFICATIONS**

- Not less than a high school education or an equivalency high school diploma;
- At least one (1) year of experience so that with appropriate training he/she may serve in the specific role for which employed;
- Knowledge of typing, office machines and computers sufficient to perform duties; and
- The necessary health and physical qualifications.

JOB GOAL

To perform as efficiently as possible any combination of clerical tasks requiring limited knowledge of systems or procedures.

ESSENTIAL FUNCTIONS

- Files correspondence, invoices, cards, or other records in a prescribed manner;
- Reads and sorts incoming material;
- Locates and removes requested information; keeps records of materials removed; stamps materials removed; and traces missing records;
- Answers telephones, conveys messages, and runs errands;
- Assumes responsibility for knowing and following all safety rules and proper procedures; and
- Performs other duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 20 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

- Vocational education
- Apprentice training
- On-the-job training
- Essential experience

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Motor Coordination:* Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
- *Color Discrimination:* Ability to perceive or recognize similarities or differences in colors or in shapes or other values of the same color.

WORK CONDITIONS

May not always have privacy or quiet place to work.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Clerk

