



## **JOB TITLE: CLERK**

Classification: Classified  
Salary Range: 17

Retirement Type: PERS\*  
Updated: November 14, 2012

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### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform routine and general clerical duties including filing, maintaining records and answering telephones.

### **REPRESENTATIVE DUTIES:**

Perform routine clerical duties in support of an assigned program office or function.

Prepare and maintain numerical and alphabetical records; file materials and update information; prepare file folders as needed.

Answer telephones and provide routine, factual information to office visitors and callers.

Process and prepare simple forms related to the assignment.

Compile information from clearly indicated sources; organize data for inclusion in records and reports.

Copy and distribute bulletins, memoranda and other materials as requested.

Open, screen and route mail.

Collect fines or fees and issue receipts; calculate totals and sub-totals and maintain related records.

Perform library clerical duties including checking materials in and out, collecting fines and inventorying shelves.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent to: graduation from high school or G.E.D.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Modern office practices and procedures

Basic record-keeping techniques.

Telephone techniques and etiquette.

Abilities/Skills:

Perform clerical duties such as alpha & numeric filing, duplications and answering telephones.

Maintain routine records.

Learn department and programs objectives and goals.

Understand and follow oral and written directions.

Use good English and spell correctly.

Make simple arithmetical computations.

Learn to operate office equipment.

Licenses or Other Requirements:

May require a valid California driver's license.

**WORKING CONDITIONS:**

Typical office setting.

Long periods of standing or sitting.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

Interaction with students, staff and the public.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.