

**CLERK I (see Entry Level Clerk I / Library Clerk I Series for exam info)**

**00100**

**(Competitive)**

**DISTINGUISHING FEATURES OF THE CLASS**

The work involves responsibility for performing clerical duties of a routine nature. Under immediate supervision, an employee in this class, performs routine clerical work in compliance with written guidelines and procedures. Detailed instructions are received at the beginning of work and on new assignments, but regular routine assignments are performed more independently and some initiative and judgment is utilized as experience is gained. Assignments to the employee include use of standard office equipment where conditions of the work do not necessitate previous training in their use. Work is supervised and reviewed by superiors upon completion for content and accuracy. Although the varied tasks and activities performed may include those typical of other entry-level clerical classes such as Typist, these activities usually occupy only a minor part of the overall job and are done in support of the basic activities. The use of CRT's when they are used as a tool for filing or obtaining information is not a distinguishing factor in classification. Does related work as required.

**TYPICAL WORK ACTIVITIES**

Posts simple and routine data to various departmental records and compiles reports based on tabulations of posted data and simple arithmetical computations.

Receives and screens applications, vouchers or other forms for accuracy of content and compliance with procedural and regulatory requirements.

Sorts, indexes and files documents, reports, vouchers, correspondence and other material.

Answers telephone, takes messages, relays information directly to employees or over a telecommunications system.

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

Opens, sorts and distributes mail; may collect and credit bills.

Gives routine information regarding departmental procedure in person or by telephone.

May operate a variety of office equipment.

May relieve telephone switchboard operator.

May occasionally type envelopes, forms and brief reports. This should not be a full-time activity requiring the speed and accuracy expected of a Typist.

May use a Data Entry Terminal or Personal Computer (PC) for filing or obtaining information.

When Assigned To The Onondaga County Health Department:

Participates in public health preparedness activities as trained and assigned.

**FULL PERFORMANCE KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS**

Working knowledge of general office terminology, procedures, equipment and clerical techniques.

Ability to perform clerical operations with letters and numbers.

Ability to understand and follow oral and written instructions.

Ability to perform arithmetic computation and tabulations accurately and with reasonable speed.

Ability to learn assigned tasks readily and to adhere to departmental routines.

Ability to use common office equipment including equipment having alphanumeric keyboards, photocopiers and CRT's.

Clerical aptitude.

**MINIMUM QUALIFICATIONS**

None

09/2010 Revised