

## **CLERK (Part-Time)**

DEPARTMENT: Sanitation Department

HOURS: Monday through Friday, 10 am – 2:00 pm

### **DISTINGUISHING FEATURES OF THE CLASS**

The work involves the performance of routine and standardized clerical tasks. Work is performed under the direct supervision of a higher-ranking employee. Detailed instructions are given for new assignments and practices. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Sorts, indexes and files mail, bills, requisitions, and other material alphabetically and numerically;  
Pulls material from files, makes file searches, maintains charge-out records and file cards;  
Checks reports and records for accuracy and completeness;  
Answers telephone and gives out information;  
Operates office machines;  
Makes entries on cards, bills, or in ledgers from original sources;  
Assists in the preparation of payrolls and maintenance of time cards;  
Opens, time-stamps, sorts, and distributes mail;  
Operates a telephone;  
Makes simple arithmetic computations;  
Gives directional information;  
Utilizes enhanced computer systems and equipment of assigned clerical tasks.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; working knowledge of the functions and organization of the agency to which assigned; ability to understand and follow oral and written instructions; ability to write legibly; dependability; clerical aptitude; tact and courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Office clerical experience may be substituted for the high school requirement on a year for year basis.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.