

CLASSIFIED JOB DESCRIPTION

CLERK I

JOB SUMMARY:

Under immediate supervision, performs simple, entry level office clerical duties of a varied, but routine nature; performs specific tasks as assigned; does related work as required.

ESSENTIAL JOB FUNCTIONS:

- Sorts and delivers mail and documents to District offices.
- Sorts, alphabetizes and files cards and records.
- Searches for and pulls files.
- Keeps simple records as directed.
- May type entries on cards and forms.
- Answers telephone, takes verbal messages and responds to requests for routine information, but does not interpret office policy.
- Assists in collating, sorting, stapling and mailing forms and documents.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Prior exposure to and knowledge of basic office practices is desirable.
- Ability to understand and follow routine oral and written directions; clerical aptitude and ability to work effectively with others.
- Experience - none.
- High school diploma or GED required.

Classified Salary Schedule: Range 15

BOARD APPROVED:

REVISION DATES: 1-28-1985

REVISION DATES: 6-07-2006

7-16-2023

08/09/2023