

## JOB DESCRIPTION-CLERK

### A. MAJOR DUTIES

THIS IS ROUTINE CLERICAL WORK FOLLOWING ESTABLISHED METHODS AND PROCEDURES. ASSIGNMENTS ARE USUALLY OF SHORT DURATION AND THE NEED FOR ACCURACY IS IMPERATIVE. WORK MAY INVOLVE THE USE OF SIMPLE OFFICE MACHINES INCIDENTAL TO REGULAR ASSIGNMENTS.

### B. TYPICAL EXAMPLES OF WORK-SPECIFIC DUTIES BUT NOT LIMITED TO THE FOLLOWING:

1. ANSWER PHONES
2. WORK WITH PUBLIC
3. COUNT MONEY AND BE ABLE TO MAKE CHANGE
4. BEING ABLE TO CLIMB LADDERS, PULL PLATES, RESTOCK PLATES
5. STANDING FOR MANY HOURS AND STAYING UNTIL ALL CASH DRAWERS ARE BALANCED.
6. WORK WITH:
  - MOTOR VEHICLES
  - DRIVERS LICENSE
  - SALES TAX
  - REAL ESTATE AND PERSONAL PROPERTY TAXES
  - LICENSE BOATS
- 9 LEARN TO ENTER DATA IN STATE COMPUTER AND IN HOUSE COMPUTER PROGRAMS
- 10 ALPHABETICAL AND NUMERICAL FILING
- 11 POST, SORT AND SEND MAIL
- 12 DAILY BALANCING OF CASH DRAWERS.

### C. QUALIFICATIONS FOR THE JOB

ANY COMBINATION OF TRAINING AND/OR WORK EXPERIENCE THAT WILL ENABLE THE APPLICANT TO POSSESS THE REQUIRED KNOWLEDGE AND SKILLS TO HELP PERFORM THE JOB.

### D. REQUIREMENTS:

FOLLOW DIRECTIONS AND WILLINGNESS TO LEARN.  
HAVE KNOWLEDGE OF COMPUTERS, COPIERS, AND CALCULATORS  
ACCURACY AND ATTENTION TO DETAIL.  
CUSTOMER SERVICE EXPERIENCE.

### E. PHYSICAL REQUIREMENTS

BENDING, STANDING, LIFTING HEAVY BOXES OF PLATES (52LBS), CLIMBING LADDERS, PULLING PLATES, RESTOCKING PLATES & CARRYING & LIFTING BOOKS.