



P/T CLERK II-DATA ENTRY

DUTIES AND FEATURES OF THE CLASS:

This is complex and diverse clerical work requiring the exercise of good judgment based upon knowledge gained through experience. The work involves the performance of independent, skilled tasks in one of a variety of departments or divisions. Work routines may be developed or modified by the employees within the overall system requirements. Clerk II differs from Clerk I in the complexity range and scope of the duties as well as the degree of independence in carrying out the work. The work is performed under the general direction of a supervisor.

EXAMPLES OF WORK:

Prepares, processes, and maintains files, books, cards, tapes, bills, ledgers, notes, bonds, deeds, permits and similar documents; posts records as necessary; types a variety of material; receives and records money, makes deposits as required; prepares reports; reconciles statements; updates lists; enters data into computer and runs reports from such data; calculates and tabulates as necessary; receives and refers or answers complaints, requests and other telephone calls, meets and assists public with disposition of problems, questions, requests or complaints; opens and processes mail in accordance with established procedures; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of modern office practices, procedures, equipment and standard clerical techniques; thorough knowledge of the methods and procedures of the particular activity to which assigned; skill in applying basic and advanced tools used in word processing applications; skill in applying the tools used in creating and modifying spreadsheet and database applications; ability to make mathematical calculations and tabulations rapidly and accurately; ability to make decisions recognizing established precedents, practices, and systems and to use judgment, resourcefulness and tact in meeting new problems; ability to understand and follow oral and written instructions, ability to establish and maintain effective working relationships with staff, employees, representatives from other agencies and the general public.

QUALIFICATIONS:

Minimum High School diploma or GED; experience in office operations which includes operating office machines, handling incoming and outgoing mail, answering phones, directing calls and taking messages; file maintenance; maintaining and updating supplies; experience in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others; experience in record keeping which includes maintaining records, logs and filing systems; strong knowledge of Microsoft Office Products (Word, Excel, Outlook); excellent organizational and customer service skills; prior legal background and/or knowledge of legal office proceedings preferred.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 28-hour work week
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing

11/2016