



SC-PAY GRADE 7

CLERK III

DUTIES AND FEATURES OF THE CLASS:

The employee in this position performs responsible, detailed and complex work in any one of several areas of specialization within a department. In general, the employee works on an independent basis performing various tasks within their area of specialization, as well as other general office duties within the department as needed. Work is performed under general supervision.

EXAMPLES OF WORK:

Establishes, maintains and updates specialized procedures and techniques. Job duties may also include the following: prepares, processes and maintains files, accounts and related applicable material; types a variety of material; receives and records money and 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 answers or refers complaints, requests and other telephone calls; meets and assists public with disposition of problems, questions, request or complaints; collates, binds and indexes computer generated reports; opens and processes mail in accordance with established procedures; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the methods, department procedures and policies and techniques of the area of specialization; knowledge of modern office practices, procedures, equipment and standard clerical techniques; good working knowledge of data entry operations; ability to make mathematical calculations and tabulations rapidly and accurately; ability to make decisions recognizing established precedents, practices and systems 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 representatives from other agencies, staff, department heads and general public.

QUALIFICATIONS:

Minimum H.S. Diploma or GED, including or supplemented by courses in office practices; minimum of two years experience in a clerical or related field or at the Clerk II level along with training in the area of specialization or any equivalent combination of education and experience which provides the required knowledge, skills and abilities; excellent organization skills as well as customer service skills; excellent verbal and written communication skills; proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint) is required.

ADDITIONAL REQUIREMENTS:

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