



JOB TITLE: CLERK

Classification: Classified
Salary Range: 17

Retirement Type: PERS*
Revised Board Approved: April 15, 2019

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine and general clerical duties including filing, maintaining records, and answering telephones.

REPRESENTATIVE DUTIES:

Perform routine clerical duties.

Prepare and maintain numerical and/or alphabetical records; file materials and update information; prepare electronic and/or hardcopy files as needed.

Answer telephones and emails in a timely manner. Provide routine, factual information to office visitors and callers. Redirect calls, visitors, and email inquiries, as appropriate.

Prepare simple forms for data entry into office systems and/or databases. Verify the accuracy and completeness of data entered. Resolve and/or notify supervisor of discrepancies as appropriate. Complete processing in a timely manner. Compile information from various sources; organize data for inclusion in records and reports.

Scan, copy, and distribute bulletins, memoranda and other documents as requested.

Open, screen, and route office mail and packages. May screen and distribute electronic mail.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school or G.E.D.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Basic record-keeping techniques.

Telephone techniques and etiquette.

Abilities/Skills:

Learn department and programs objectives and goals.

Understand and follow oral and written directions.

Proficient written and oral communication skills.

Make simple arithmetical computations.

Learn to operate office equipment.

Licenses or Other Requirements:

May require a valid California driver's license.

WORKING CONDITIONS:

Typical office setting.

Long periods of standing or sitting.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

Interaction with students, staff, and the public.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.