

CITY OF NEWBURGH -ENLARGED SCHOOL DISTRICT  
DATE AMENDED: May 7, 1991  
AMENDED: July 9, 1991

## **CLERK**

### **GENERAL STATEMENT OF DUTIES:**

Independently performs routine clerical work and/or assists in performing more difficult and responsible clerical work; does related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and practices are definitely fixed, employees must occasionally exercise independent judgment in applying them to specific cases. The incumbent may be required to do incidental keyboarding, which does not require a proficiency. work is reviewed by immediate observation, by checking complete work or by periodic spot checks.

### **EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)**

May be assigned to act as a relief switchboard operator; Where applicable collects money and accounts for monies receive; Where applicable may address envelopes and simple forms using keyboarding; May paste book plates, pockets and date slips; Answers telephone, takes messages and makes appointments; Sorts and files material, takes inventories; Makes routine arithmetical computations; Acts as receptionist, directing callers to the proper person or office and gives information of a routine nature; Where applicable issues applications, permits and licenses; Where applicable maintains time records/payroll data; Operates fax, copiers, calculators and other office machines.

### **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Good knowledge of office terminology, procedures, equipment, business arithmetic and English; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neat appearance; tact and courtesy; good judgment; physical condition,

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or a technical/vocational school, or possession of a high school equivalency diploma, or any equivalent combination of experience and training sufficient to indicate ability to do the work.