



P/T CLERK I

DUTIES AND FEATURES OF THE CLASS:

This is an entry level position involving the performance of routine clerical and related office tasks requiring the exercise of judgment in the application of prescribed procedures and methods to routine matters. The work is performed under the general direction of a supervisor and is reviewed periodically.

EXAMPLES OF WORK:

Sorts, files and looks up material alphabetically, numerically or by other classification; answers telephone, receives, answers or refers questions or complaints; types a variety of material when necessary; acts as receptionist and assists public with disposition of problems, questions, requests or complaints; opens and processes mail in accordance with established procedures; issues licenses; operates a copier, calculator, computer, scanner or other office equipment; performs other tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of office terminology, procedures and equipment; ability to understand and follow simple oral and written directions; ability to adhere to prescribed departmental routines; ability to establish and maintain effective working relationships with representatives from other agencies, staff, department heads, elected officials and the general public.

QUALIFICATIONS:

Minimum High School diploma or GED, with emphasis on office practices, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities; solid customer service skills; excellent verbal and written communication skills; working knowledge of Microsoft Office (Outlook, Word, Excel); experience in office operations which includes operating office machines, handling incoming and outgoing mail, answering phones, directing calls and taking messages. Bilingual (Spanish) is preferred.

ADDITIONAL REQUIREMENTS:

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