

Clerk Job Description

Division: Administration
Supervisor: Office Manager
Supervision: None
Wage Scale: Clerk (Non Represented Employee)

GENERAL STATEMENT OF DUTIES: Performs reception, data entry, filing, and a variety of general office and clerical tasks in support of District staff; performs other duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS: The Clerk reports to the Office Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS: An employee in this classification shall perform the essential functions as outlined below. However, these essential functions do not include all of the specific essential functions that an employee may be required to perform.

1. Receive public on behalf of the district, responding to questions on district programs and operations; operates telephone, facsimile machine, copier, calculator and other business machines as necessary.
2. Operates computer with knowledge of Microsoft Office programs; Word, Excel, PowerPoint, Publisher and Outlook.
3. Performs data entry of correspondence, and other office documents as deemed necessary.
4. Prepares and distributes incoming and outgoing mail to the appropriate personnel.
5. Completes assigned office projects such as filing, copying, and organizing documents.
6. Provides clerical back-up and assistance to other department support functions as required.
7. Performs other duties as assigned.

MINIMUM POSITION REQUIREMENTS: This position requires strong ability to interact with the public in a professional and pleasant manner; basic knowledge of standard office practices and procedures, equipment and software; basic knowledge of business letter writing and business forms; ability to spell and apply correct grammar and punctuation; ability to make accurate comparisons and computations; ability to establish and maintain files; ability to understand and carry out oral and written directions; ability to interact with and maintain harmonious relationship with fellow employees; ability to maintain excellent attendance in the workplace.

Requires current and valid Oregon Driver's License.

EDUCATION AND SPECIAL REQUIREMENTS:

1. Graduation from high school or GED preferably including or supplemented by courses in computer science, including but not limited to Windows Office Software.
2. Must be able to operate single and multi-lined telephone console.

PHYSICAL DEMANDS: The physical demands of positions in this classification include sitting for long periods of time while performing data entry and other clerical tasks; bending and stooping from sitting and standing positions to perform filing and other functions; occasional light lifting and moving up to 20 pounds, using wrists, hands and fingers to perform data entry and manual posting tasks for long periods of time. Specific vision abilities required by positions in this classification include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee regularly works with and near electronic equipment. The noise level of the work environment can vary from mild to moderate.