

## CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving primarily the performance of clerical and related office tasks of a standardized nature requiring the exercise of ordinary judgement. Supervisors are available for consultation on new or difficult assignments. The work is reviewed by immediate observation, cross checking, periodic or spot checks, or by another step in the clerical process. A Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Issues hunting, fishing, and other license fees;
- Receives telephone calls and supplies routine information or refers call to proper party;
- Makes entries on a variety of control cards, ledgers, and other types of office records;
- Maintains time records and related payroll data;
- Sorts and files correspondence, bills, requisitions, and other material;
- Makes arithmetical computations;
- Acts as a receptionist;
- Operates mimeograph, photocopy, adding, and other types of office machines;
- Indexes deeds, mortgages, land contracts, leases, wills, powers of attorney, rights-of-ways, and other documents;
- Performs general clerical and office duties as assigned;
- May maintain an inventory of office supplies;
- May receive and account for license fees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

A.) Graduation from high school or possession of a high school equivalency diploma;

OR

B.) One year of clerical office experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 10/10/79  
clerk