

**CLASSIFICATION:** CLERK III

**Class Code:** 2053-08

**Date Established:** 07-01-50

**Occupational Code:** 1-2-2

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To retrieve, compile, report and provide information according to established clerical procedures in a specified organizational unit.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Acts as a receptionist and responds to questions from state employees and/or the public in completing required forms or applications.
- Schedules meetings, prepares agenda, and photocopies related handouts and backup materials.
- Prepares routine correspondence or statistical reports for supervisor's review and approval.
- Files unit records, correspondence, forms and other related documentation and retrieves information upon request.
- Checks forms and reports for proper coding and mathematical accuracy.
- Assigns and checks work of office unit in performing routine clerical tasks of a non-technical nature.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires minimal responsibility for contributing to agency objectives by supporting or performing routine work activities within a small organizational unit. Errors at this level are of minor consequence and are readily detected through frequent checking or inspection.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires sedentary work, including continuous sitting or occasional standing and walking.

**Communication:** Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

**Complexity:** Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

**Independent Action:** Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

**MINIMUM QUALIFICATIONS:**

**Education:** High school diploma, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience in a clerical position.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Knowledge of office practices and appliances. Knowledge of principles of office management. Familiarity with general principles of bookkeeping. Ability to keep complex records, to prepare periodic reports from such records. Ability to establish and maintain harmonious working relationships with other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.