

Clerical Assistant

DEFINITION

This is highly routinized clerical work involving simple and repetitive tasks.

Employees of this class perform elementary clerical functions that can be readily learned on-the-job without previous work experience or specialized training. Assignments are limited to a few standardized functions and are carried out in accordance with clearly defined work methods and procedures. Work of this class may involve the operation of standard office appliances. Public contact is limited to the exercise of courtesy in referring persons to the appropriate official. Employees receive detailed instructions and work under close supervision. Results are reviewed for accuracy, adherence to instructions and for conformance with established standards.

TYPICAL DUTIES

Makes regular rounds to deliver and collect incoming, outgoing and interdepartmental mail from various City departments; obtains signature for and maintains records of registered mail; sorts outgoing mail; prepares packages, printed matter and other materials for distribution.

Searches for and obtains routine information from departmental records or other sources.

Opens, sorts, stamps and distributes incoming mail; records cash enclosures; examines bills and cheques to verify dates, signatures and accounts; prepares cheque lists for deposit.

Sorts and files various card records, service orders, traffic tag documents and other material alphabetically, numerically or by other predetermined classification.

Transposes information from one document to another wherein the principal responsibility is accurate transposition.

Operates a typewriter and other common office machines, not requiring previous experience or specialized skills.

Checks one document against another to ensure accuracy; makes routine corrections or changes in records.

Answers the telephone; takes and relays messages.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to learn routine office tasks; ability to understand and execute oral and written instructions; ability to maintain simple records.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the tenth (10th) school grade including some business subjects and little or no experience.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0309			
Last Updated:	1983-06			
Previous Updates:	1981-04, 1972-10			
Originated:	1966-01			