

Clerk II

DEFINITION

This is clerical work of limited complexity involving a variety of office operations.

Employees of this class perform varied clerical functions according to established policies and procedures. Within these guidelines the incumbents function quite independently, referring only the very difficult and involved problems to a superior.

Work of this class is distinguished from that of a Clerk I by the complexity and diversity of work assignments and the degree of independence exercised in completing assignments. Positions frequently involve public and interdepartmental contacts wherein the information or explanations provided are of a relatively difficult nature requiring knowledge of the policies and functions of the unit served. Responsibilities may include reviewing the work of others or assisting them with difficulties. Work is reviewed upon completion or is evaluated through the feedback process for adherence to established standards.

TYPICAL DUTIES*

[Click here and provide a listing of typical duties for the position.]

KNOWLEDGE, ABILITIES AND SKILLS

[Click here and provide a description of the knowledge, abilities and skills required for this position.]

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Completion of the twelfth (12th) school grade including business subjects with emphasis on general office practices or completion of an appropriate certificate program from an approved business school/college; and a minimum of two (2) year's diversified experience in general office practices and procedures including assisting in the instruction of less experienced staff.

** 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	0274		0275	
Last Updated:	1981-04			
Previous Updates:	1972-10			
Originated:	1971-03			