

GENERAL OFFICE CLERK

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
05	Non-Exempt	Office/Clerical	PEU Local 1	38	01/30/03	Classified	1 of 2

DEFINITION: Under the supervision of a manager, performs a variety of entry-level, general clerical duties to an assigned department. No supervision is exercised.

DISTINGUISHING CHARACTERISTICS: A General Office Clerk learns and applies knowledge of office operations and procedures in carrying out a variety of clerical activities related to the operations of an office.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

Duties/essential functions may include, but not be limited to, the following:

Produces photocopies, assembles and collates materials for distribution.

Send and receive documents using fax machine.

Performs alphabetical and numerical sorting, filing, and finding data.

Set-up and maintain office files of reports, bulletins, and correspondence.

Prepares and types form letters, labels, addresses, and other materials utilizing typewriters, word processors and computers.

Keeps records and makes entries on standardized form.

Searches files and records for required information.

Receives, opens, time-stamps, sorts and distributes mail.

Receives, distributes and stores office supplies.

Addresses and stuffs envelopes.

Makes simple mathematical computations.

Occasional meeting facility set up, open and close facility, and monitor activity within the building.

May act as receptionist, answer telephones, forward calls, deliver messages and reply to routine inquiries.

May operate personal computer, calculator and other office equipment.

Performs other related duties as assigned.



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MINIMUM QUALIFICATIONS:

Knowledge Of: Modern office practices and procedures; fundamentals of English usage, spelling, grammar and punctuation; basic recordkeeping procedures

Ability To: Learn basic rules, policies and procedures of the office to which assigned; file materials accurately; understand and follow instructions; keep accurate and complete records, search records and furnish requested information, spell words correctly and use proper punctuation and grammar; learn good customer service techniques for public contact in person and on the telephone; learn to operate the computer and other office equipment; learn general and specialized software applications office; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Equivalent to the completion of the twelfth grade.

Experience: None required.

License/Certification: A valid Class C California Driver’s License.

Actions: Initial adoption by the Governing Board on 01/29/03.