

CITY OF CARSON

Title: OFFICE CLERK

Job Summary:

Under direct supervision, performs routine entry level clerical work including filing, typing and maintenance of a variety of materials and records, some typing and receptionist tasks.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. May prepare and type a variety of general office correspondence, memoranda, lists, and other materials from handwritten rough drafts or oral instruction.
2. May proofread own work.
3. Maintains files of correspondence, forms, reports, and other materials.
4. Checks and codes forms; records routine data; performs arithmetic computations.
5. May operate standard office machines including computer and related software.
6. Learns functions and programs of the department.
7. Learns to apply regulations of the department to specific situations where precedents have been established.
8. Operates central telephone switchboard and acts as receptionist.
9. Maintain a variety of records, logs and files; locate materials and information in records and files as required.
10. Answer telephones and greet office visitors; provide routine information to callers, take messages or refer calls or visitors to appropriate personnel; receive, sort and distribute incoming mail.
11. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Completion of formal education sufficient to assure the ability to read, write, and perform routine arithmetic calculations at the level required for successful job performance. Some experience performing general clerical/office work is required.

Knowledge of:

- . Office practices, procedures, and machines.
- . Record-keeping techniques.
- . Correct English usage, grammar, spelling, punctuation and vocabulary.
- . Telephone techniques and etiquette.
- . Interpersonal skills using tact, patience and courtesy.

Skill and Ability to:

- . Type at a speed of not less than 40 words per minutes from clear copy.
- . Proofread own work.
- . Perform clerical work with speed and accuracy.
- . Use correct English.
- . Learn assigned office tasks; perform arithmetic computations with accuracy.
- . Operate standard office machines, such as typewriters, calculators, copiers; including computer and related software.
- . Learns to transcribe from dictating equipment.
- . Maintain clerical records and prepare simple reports.
- . Understand and carry out oral and written directions.
- . Learn functions and programs of the department.
- . Learn to apply regulations of the department to specific situations where precedents have been established.
- . Establish and maintain effective working relationships and deal tactfully with the public.
- . Perform clerical duties of average difficulty such as filing, duplications, typing and maintaining simple records.
- . Learn switchboard.
- . Add, subtract, multiply and divide quickly and accurately.
- . Understand and follow oral and written directions.
- . Communicate effectively with others both orally and in writing.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- . Perform work which is primarily sedentary.

Is subject to inside environmental conditions.