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Job Specification

CLERK (ALL JURISDICTIONS)

DEFINITION:

Under immediate supervision, performs routine, repetitive clerical work of a varied nature as a beginner at the entrance level of employment which includes a relatively small proportion of difficult tasks; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Reviews and checks assigned reports, applications, and other documents for completeness; refers problems to supervisor for resolution.

Opens, time stamps, sorts, numbers, and distributes mail.

Addresses, stamps, and mails envelopes and other mail.

Sorts, indexes, and files checks, cash stubs, vouchers, requisitions, or other materials numerically, alphabetically, or according to other predetermined classification, and maintains such files.

Wraps packages for shipment by mail or express.

Operates numbering, time stamping, and dating machines.

Assembles and staples materials for distribution.

Hand stamps letters, papers, and other documents.

Clips newspapers, periodicals, and printed releases, and arranges clippings in suitable form as directed.

Fills in and checks form letters, circulars, and forms as directed.

Looks up needed information.

Provides general routine information in person and over the telephone; refers complicated or non-complicated inquiries to appropriate staff.

Answers the telephone and takes messages accurately.

Maintains prepared mailing lists.

On an infrequent basis, may do basic typing and/or data entry, which is uncomplicated and does not require skill or speed.

May assist in requisitioning, storing, and distributing office supplies.

May assist in locating and compiling data needed for reports.

Compiles and tabulates simple numerical data.

May assist in preparing and verifying payrolls and makes simple arithmetic calculations.

Operates varied types of office machines and equipment including duplicating and adding machines.

When so required, explains details of work to new employees.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of office routines, equipment, and practices.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to use correct English.

Ability to make arithmetic calculations and tabulations.

Ability to understand, remember, and carry out oral and written directions.

Ability to learn quickly from oral and written instructions and from demonstrations.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to sort, index, file, and pull varied types of materials using an established filing system.

Ability to use and care for office machines and equipment including duplicating and adding machines.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
20042		S	N	35	05	N/A	A04	-

This job specification is for **state** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

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