NATURE OF WORK

This is routine office work of a clerical nature which follows well established clerical procedures. Work includes performing standardized duties which involve well defined procedures and techniques. An employee in this class receives detailed instructions, although regular, routine assignments may be performed independently and some initiative and judgment may be utilized as work experience is gained. Work is generally subject to close scrutiny and is reviewed by a supervisor upon completion as to content and accuracy, except where work follows basic standard procedures and spot checks are made periodically.

ILLUSTRATIVE EXAMPLES OF WORK

Sorts and files material by predetermined procedures and categories; retrieves information and materials in files; records information and notes final disposition.

Performs messenger duties on established schedule or on special assignments.

Answers telephone calls; receives the public and answers inquiries and provides routine information as necessary.

May sort and distribute incoming mail.

Operates standard office equipment involving the application of standard procedures.

Maintains elementary personnel and fiscal records; posts data to central records; maintains accuracy and completeness of forms; proofreads copy.

Performs related work as assigned.

DESIABLE KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of business English, spelling and arithmetic.

Some knowledge of modern office practices, procedures and equipment.

Ability to learn routine clerical tasks in a reasonable time and perform satisfactory volume of work.

Ability to make simple arithmetical computations rapidly and accurately.

Ability to establish and maintain effective working relationships with employees and the public as necessitated by the work.

DESIABLE TRAINING AND EXPERIENCE

High school graduate or GED equivalency.

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