



# Clerk

Job Specification  
Classification: Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level class involving the performance of a variety of systematized clerical tasks. Positions in this class are supervised by a higher-level position by personal observation, review of work in progress or upon completion, and review of production records and reports. Supervisory assistance is available with instructions given for new or unusual assignments and procedures. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Reviews documents for accuracy and completeness according to procedures and instructions;
- Sorts large volume production work such as applications and various printed material and official documents into sets of predetermined arrangement and number and assigns sequential numbers to each set;
- Prepares folders on individual program cases with appropriate documentation per established system;
- Issues notifications to affected individuals on specific agency program actions per established procedures;
- Codes various transactions for computer input from source documents per established coding system;
- Checks arithmetic accuracy of certain calculations;
- Posts receipt of payments for various routine program activities to individual accounts;
- Compares computer printouts with other records for discrepancies, checks source documents to identify cause of error, and notes appropriate corrective action for supervisor;
- Obtains and confirms routine data by telephone or form letter and posts results;
- Uses a data computer to enter and retrieve pertinent data from computer files;
- Logs receipt of various documents, applications, and forms;
- Alphabetizes folders and other records;
- Answers routine factual telephone inquiries and/or refers callers to appropriate office or individual;
- Answers questions from individual members of the public while performing work at a counter or information station.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Working knowledge of office terminology, procedures, and equipment; working knowledge of basic arithmetic functions of addition, subtraction, multiplication, and division; ability to follow oral and written directions; ability to understand and use common office record-keeping and filing systems and processes; ability to perform clerical operations with numbers and letters; ability to perform common office record-keeping tasks; ability to operate an alphanumeric keyboard such as a typewriter, word processor, or personal computer; ability to perform close detail work involving considerable visual effort and strain; accuracy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One (1) year of clerical experience; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

City of Watertown  
Revised: 2/16/2016