

INTERMEDIATE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this position performs a variety of office clerical duties of average difficulty, requiring limited judgment, and carrying out established procedures. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Keeps simple financial records and accounts, or assists in the keeping of more complex financial records;

Audits routine claims, cost reports and invoices and makes out checks;

Makes and checks arithmetical computations;

Prepares reports and summaries from office records and data and prepares bank deposits;

Posts entries to records or books of account;

Checks reports against tape readings and cash receipts;

Enters and retrieves data in an automated information system;

May operate a typewriter to enter data on forms or create labels for folders but not requiring a typing skill;

Furnishes routine information to inquirers at a public counter, over the telephone, or by form letters;

Opens, sorts, and distributes mail;

Checks papers such as applications, vouchers, invoices or other forms for accuracy and content;

Maintains number index, cross indexes, and files office correspondence and other material;

Maintains simple files, receiving, entering, and tabulating correspondence, legal documents, and other papers;

Requisitions and issues stationery, forms, records, and other office supplies;

Assists in taking inventories and in making necessary reconciliation with records;

Assists in computing and recording taxes;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Assists in reading proof;

Assists in keeping cost records;

Makes up and checks payroll;

Collects money at window or cage where procedure is routine and issues receipts;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Prepares vouchers, tax, and water or other bills.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with office procedures, including the use of simple office equipment and filing systems; skill in filing, posting to simple records, and in making simple arithmetical computations; accuracy in making and checking records; resourcefulness in a from office records; ability to understand and carry out oral and written directions; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; accuracy; reliability; resourcefulness; neat personal experience; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma.