

JUNIOR CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, participates in the routine work of an office by performing simple clerical office work. The work requires care and accuracy, but does not involve any particular skill or exercise of judgment. This position is for seasonal use only. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Opens, sorts, time stamps, distributes, collects, and sends out mail;

Does simple indexing and filing of correspondence and office records;

Gathers easily ascertained information;

Runs errands and does messenger work;

Completes simple reports where forms and methods of completion are well defined;

Sets up and operates simple office equipment such as a mimeograph, adding machine, duplicating machine, etc.;

Procures, distributes, and maintains office supplies;

Assists in higher-level clerical work in a learning capacity.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to understand and carry out oral and written directions; willingness to follow a prescribed routine; ability to learn quickly; accuracy; ability to get along well with others; reliability; industry; resourcefulness; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum requirements of education or experience.

West. Co.
J.C.: Competitive
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Job Class Code: C0572
H0179
Job Group: I