

INTERMEDIATE CLERK (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an incumbent of this class performs a variety of clerical duties of average difficulty, requiring limited judgment and responsibility in the carrying out of prescribed procedures. Detailed instructions are received at the beginning of work and on new assignments, but regular routine assignments are performed more independently and some initiative and judgement is utilized as experience is gained. In the performance of tasks, the incumbent may be required to use standard office equipment. The use of automated systems equipment is normally limited to filing or obtaining information. Incumbents interact with a significant number of Hispanic visitors or students and must be fluent in both the Spanish and English languages, providing interpretive and information services. Supervision is not an aspect of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both the Spanish and English languages, providing interpretive and information services for Spanish speaking individuals;

Posts simple and routine data to various departmental records and may compile or assist in compiling reports based on tabulations of posted data and simple arithmetical computations;

Receives and screens applications, vouchers or other forms for accuracy of content and compliance with procedural and regulatory requirements;

Sorts, indexes and files documents, reports, vouchers, correspondence and other material;

Answers telephone, takes messages, and/or relays information;

Counts and distributes fliers and other information, assists in proofreading and, as required, may translate same into the Spanish language;

Makes and checks arithmetical computations;

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

Opens, sorts and distributes mail;

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

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

EXAMPLES OF WORK: (Illustrative Only) (continued)

Assists in taking inventories and records reconciliation of same;

May operate a variety of office equipment;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with office procedures, including the use of simple office machines and filing systems; skill in filing, in posting to simple records, and in making simple arithmetical computations; accuracy in preparation and checking of records and forms; ability to understand and carry out oral and written directions; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to read, write, understand and converse fluently in both Spanish and English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness in locating information and compiling summaries of data from office records; tact; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.