



CLERK

JC: CG 100
PG: CLK-II
FLSA : Non-exempt

PC: 011
BU: 02, 09
April 1988

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, provides a variety of routine to moderately difficult clerical support to various District offices, which may include receptionist duties, typing, word processing, record keeping, and filing; performs related work as assigned.

CLASS CHARACTERISTICS

Clerk is the entry level class of this clerical series. Initially under close supervision, incumbents learn office and District procedures. As experience is gained, there is greater independence of action within established guidelines. This class is distinguished from Intermediate Clerk in that the latter is the journey level class in the office support series.

EXAMPLE OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Types correspondence, reports, forms, and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes, or brief instructions, using a typewriter or word processor.
2. Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies, and correct English usage including grammar, punctuation, and spelling.
3. Learns to enter and retrieve data from an on-line or personal computer system, following established formats; prepares and updates a variety of reports, which may require the use of arithmetic calculations.
4. Maintains records and processes forms, such as payroll records, purchase requisitions and orders, and others specific to the organizational unit.
5. Establishes and maintains office files; researches and compiles information and maintains office files; researches and compiles information from such files.
6. Acts as receptionist and receives and screens visitors and telephone calls and takes messages; provides factual information regarding District or unit activities and functions.

7. Reviews computer-produced reports for accuracy and makes corrections as required; operates standard office equipment; performs such office support activities as opening and distributing mail, processing outgoing mail, erasing dictation tapes and ordering office supplies.

QUALIFICATIONS

Knowledge of:

- Basic office practices and procedures, including filing and the operation of standard office equipment
- Correct English usage, including spelling, grammar, and punctuation
- Business letter writing and the standard format for typed materials
- Policies and procedures related to the department to which assigned
- Basic business data processing principles and the use of word processing equipment

Skill in:

- Developing and maintaining effective working relationships with those contacted in the course of the work
- Understanding and carrying out oral and written directions
- Maintaining accurate records and files
- Making accurate arithmetic calculations
- Performing detailed clerical work accurately
- Typing accurately at a rate of 50 net words per minute from printed copy
- Maintaining attention to detail despite interruptions
- Communicating tactfully and effectively with the public

Ability to:

Quickly learn the policies and procedures related to the organizational unit to which assigned.

Other Requirements:

Specified position may require a valid California driver's license and a satisfactory driving record and/or a willingness to work other than the normal day shift hours.

MINIMUM QUALIFICATIONS

Equivalent to graduation from high school.

BART EEO-1 Job Group: 6000 - Clerical
Census Code: 5860 – Office Clerks, General
Safety Sensitive: No