

OFFICE CLERK

GENERAL STATEMENT OF DUTIES

Performs typing, filing, record keeping, bookkeeping, payroll, duplicating functions and mathematical computations using standard office equipment including personal computers. Visitor and telephone reception functions are also performed.

SUPERVISION RECEIVED

Works under the day-to-day supervision of the Office Manager and/or the Environmental Compliance Manager or their designee.

SUPERVISION EXERCISED

None.

EXAMPLE OF DUTIES

- ◆ Prepares employee payroll.
- ◆ Maintains employee personnel records including tabulation of vacation, sick leave, personal leave, employee schedules and other records as required.
- ◆ Types and processes reports, correspondence, requisitions, vouchers, purchase orders, bills, forms, checks, specifications, notices and other items that are required to support the operation of the Authority.
- ◆ Maintains and files records including personnel information, vouchers, requisitions, correspondence, reports, contracts, purchasing information, operations and maintenance logs and reports, permits, QA/QC Procedures, laboratory, industrial and field monitoring data used to support the functions of the Authority.
- ◆ Initiates mailings to government agencies, vendors, industrial and residential users.
- ◆ Tabulates results and performs calculations on laboratory data using computer.
- ◆ Receives visitors and performs telephone switchboard duties including the reception of calls and paging services.
- ◆ Assists in the reconciliation of petty cash statements.
- ◆ Performs duplication services.
- ◆ Assures confidentiality of all information handled during the performance of their duties.

ENTRANCE REQUIREMENTS

- ◆ High school graduate or equivalent with training in secretarial science and bookkeeping.
- ◆ A minimum of three (3) years experience as a clerk and at least a minimum of one (1) year with payroll experience in a modern business environment.
- ◆ Knowledge/experience with personal computers for word processing, bookkeeping and data processing.
- ◆ Knowledge of and experience with the elements and format of business correspondence, including letters, memos, faxes and electronic mail.

QUALIFICATIONS, KNOWLEDGE AND ABILITIES

- ◆ Must be able to keep personnel and other business information confidential.
- ◆ Excellent written and oral communication skills including Business English, Spelling and Math.
- ◆ Ability to type accurately (words and figures) using typewriter and Microsoft Office Suite.
- ◆ Ability to understand and follow both oral and written instructions.
- ◆ Ability to establish and maintain effective working relationships with other employees, customers and general public.
- ◆ Presents a pleasant, courteous and professional telephone conduct when dealing with customers and the public.
- ◆ Must present neat, courteous and professional appearance and attitude at all times.
- ◆ Must be reliable, thorough and dependable with the ability to work both independently and as a member of a team.