

## **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.