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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : CLERK**  
**Code: 010043 ACD**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Under direct supervision, performs routine clerical duties of average difficulty. Does related work as required.

**COMPLEXITY OF DUTIES**

This work involves responsibility for accurate performance of a limited variety of non-supervisory clerical duties. Much of the work follows a recurring pattern which requires detailed instructions on first contacts, but which can be performed independently after completion of training. This is an entrance level position. A clerk ordinarily works in an office with one or more clerical employees of higher grade, who are available for advice on new or unusual assignments.

**TYPICAL DUTIES**

1. Sorts, indexes and files mail, bills, requisitions and other material.
2. Answers telephone, gives routine information and may act as receptionist.
3. Assists in preparation of routine reports.
4. Procures, distributes and maintains a stock of office supplies.
5. May relieve on switchboard.
6. In library situation may process new books and replacements, pasting pockets and cards, receiving and charging books and shelving books.
7. May operate simple office machines.
8. Performs a variety of related clerical tasks.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Some knowledge of office terminology, procedures and equipment.
2. Knowledge of business arithmetic and English.
3. Ability to understand and follow simple oral and written directions.
4. Ability to write and print legibly.
5. Clerical aptitude.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from a standard senior high school;

or

Two years of office clerical experience.

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