

## INTERMEDIATE CLERK

### CLASS SUMMARY

Under general supervision – does a variety of clerical work involving several specific routines and/or broadly defined policies and procedures; does skilled document preparation from marginal notes, rough copy and verbal instructions; exercises independent judgement in interpretation and application of standard practices and procedures or in the modification of existing methods in order to complete assignments; handles all but the most complex word processing assignments; performs related duties as required.

### REPRESENTATIVE DUTIES

Maintains files where discretion is involved in assigning items to their proper places; revises files and procedures in accordance with new methods; codes and classifies information in accordance with District procedures; maintains a variety of forms and records and reviews them for accuracy and completeness; verifies unusual entries; explains regulations and procedures and gives out information at a public counter; posts a variety of information from standardized media to various types of control records; makes computations that may involve several arithmetic processes; compiles periodic reports on student enrollment and attendance; coordinates work with that of other departments in developing procedures and establishing controls; gathers, compiles and summarizes data and information; collects money, issues receipts, and keeps related records; requisitions, inventories, and issues supplies; serves as receptionist to a division ; answers telephone inquiries and gives out information regarding departmental operations; operates office machines and equipment.

### ORGANIZATIONAL RELATIONSHIPS

This class reports to designated supervisor. Workload may be directed by a Senior or an Administrative Clerk. Incumbent may assist General Office Clerks or part-time clerks in clarifying procedures or factual matters for them.

### DESIRABLE QUALIFICATIONS GUIDE

#### Training and Experience

High School diploma or equivalent and at least two years of typing, office technology training and/or clerical work experience.

INTERMEDIATE CLERK cont'd

Knowledge and Abilities

Knowledge of: modern office practices and procedures; knowledge of forms; procedures and reports specific to assigned tasks and responsibilities.

Ability to: prepare basic reports and complete standard forms and records as assigned; learn and interpret rules, regulations and instructions; spell correctly and use proper English; compare names and numbers rapidly and accurately; perform clerical work with speed and accuracy; operate a variety of office machines and equipment; including personal computer and word processing software.

Skills: Must complete keyboarding, clerical (filing and checking) and software skills evaluation. Screening Committee will use results as one of the selection criteria.