

CLERK I

NATURE OF WORK

This is routine clerical work which follows well-established procedures.

Employees in this class are responsible for the performance, according to well-established procedures, of clerical tasks which can be readily learned by training on the job and require limited judgment in their execution. Detailed instructions are given at the beginning of the work and on subsequent new assignments; however, as employees become familiar with the particular procedures, they may work with independence of action on the more routine aspects of the work. Advice is given to employees on unusual problems and on new assignments by their supervisor.

EXAMPLES OF WORK (All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class).

Microfilms or makes photostatic copies of various instruments such as deeds, mortgages, bonds, disabilities of non-age, judgment, discharges, maps of subdivisions and other miscellaneous documents.

Assists in issuing marriage licenses and certified copies of marriage licenses, deeds, mortgages and other probate records.

Alphabetizes and indexes deeds, mortgages, bonds and other miscellaneous documents.

Distributes or files instruments that have been recorded.

Helps the general public in looking up various records filed in the probate office.

Operates simple duplicating and microfilming machines in tasks not requiring previous training or experience in operation; answers telephone in receiving and transmitting calls and messages.

Gives standardized information to public concerning regulations of office procedures.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Some knowledge of modern office practice and procedures.

Ability to understand and follow oral and written instructions.

Ability to maintain accurately simple clerical records.

Ability to write legibly.

Ability to maintain effective working relationship with other employees and the general public.

Ability to learn assigned clerical tasks readily.

Skill in the operation of common office appliances.

Clerical aptitude and good general intelligence.

QUALIFICATIONS

Any combination of training and experience equivalent to:

Graduation from a standard senior high school.