CLERK I

A passing score of 70% or higher on a Civil Service Clerk test is required to be considered for this position, as well as a timed 5-minute typing test with a minimum of 25 WPM and no more than 12 errors.

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 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 in a position of this class)

- Answers telephone in receiving and transmitting calls and messages.
- Gives standardized information to public concerning regulations of office procedures.
- Copies 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.
- Performs related work as required and all other duties as assigned.

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 relationships 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:

- Must have and maintain a valid Alabama Driver's License
- Standard High School Diploma, Advanced High School Diploma, or GED required