

CLASS CODE: 534103  
HOURLY RATE: \$10.08  
UNIT: Excluded  
FLSA: Non-Exempt

## CLERK

### **Distinguishing Features of the Class:**

Under immediate supervision, assists full-time and part-time administrative staff in the completion of routine clerical work including answering phone calls, typing, filing, record keeping, data entry and general office duties.

### **Illustrative Examples of Duties:**

1. Answers telephone calls; responds to PCCB radio system; relays messages; directs callers and provides general information to the public.
2. Assists full-time clerical and administrative staff with routine office work which may include assisting public with program/facility/camping reservations, record keeping, etc., as needed.
3. Types routine correspondence and forms; operates common office equipment; photocopies and collates material for various units; assists with the distribution of press releases.
4. Sorts and distributes incoming mail; processes daily outgoing mail.
5. Performs data entry to update various databases.
6. Performs related duties as may be required.

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of and the ability to communicate departmental policies, practices and standards.
- Knowledge of general office practices and procedures.
- Knowledge of business English, spelling and grammar, and arithmetic.
- Knowledge of Microsoft Office.
- Ability to operate a computer and other general office equipment.
- Ability to read, write and speak English.
- Ability to communicate effectively both verbally and in writing.
- Ability to type 40 words per minute.
- Ability to establish and maintain satisfactory working relationships with other County employees and the general public using courtesy, patience, and tact.
- Ability to maintain accurate and complete office records.
- Ability to frequently lift up to 10 pounds
- Ability to obtain and maintain a valid motor vehicle operator's license issued and in good standing by the State of Iowa is required.

### **Training and Experience:**

- Graduation from high school or equivalent education.

### **Special Requirement:**

- Must be at least 18 years of age.
- A criminal background check is required.
- Pre-employment physical examination is required.
- A drug screen may be required.