

CITY OF LONG BEACH CLERK

GENERAL STATEMENT OF DUTIES: Independently performs routine clerical work and/or assists in performing more difficult and responsible clerical work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process.

EXAMPLES OF WORK: (Illustrative only)

- Sorts, indexes, and files mail, bills, requisitions, ledger cards and other material;
- Pulls material from files, makes simple file searches and maintains charge-out records;
- Issues and records applications, licenses, and permits;
- Collects fees and accounts for monies received;
- Checks reports and records for clerical accuracy, completeness and proper extension;
- Answers telephone and gives out routine information, or relieves at switchboard;
- Maintains time records and payroll data;
- Makes entries on control cards; or in ledger from original sources;
- Makes arithmetical computations and compiles simple statistical reports.
- Uses personal computer for data entry or occasional composition of correspondence.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of office terminology; procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school or possession of a GED and one year of clerical experience.

Interested students should email the Financial Aid Office at fws@ncc.edu.