

CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: General Clerk

Page 1 of 2

JOB RESPONSIBILITIES: Under general supervision, performs general or routine clerical tasks in order to assist with the efficient operation of assigned office or department.
Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Completion of secondary education (high school or GED), plus six (6) months of clerical experience, or *equivalent combination of training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position. Proficiency in Microsoft Office, particularly Excel, Outlook and Word preferred.*

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS: None

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
80-95	1. Performs routine or general clerical tasks such as opening and distributing mail, copying documents, filing or retrieving documents, sorting documents, stuffing envelopes, counting inventory, <i>performing basic accounting tasks</i> , assisting other employees, <i>assisting with the maintenance of departmental files</i> ; etc.	1. Knowledge of (1) department policies and procedures,* (2) office practices and procedures; ability to (3) carry out instructions in written, oral, or picture form, (4) deal with problems involving few variables within familiar context, (5) read, copy, and record figures accurately, (6) copy records precisely without error, (7) arrange items in numerical or alphabetical order, (8) sort items into categories according to established methods, (9) maintain records according to established procedures, (10) develop and maintain effective working relationships; skill in (11) use of modern office equipment.

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Developed by Clemans, Nelson & Associates, Inc.

Approval Date _____
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Page 2 of 2

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5-10	2. Receives and provides routine assistance to visitors to office; answers telephones and provides routine information or directs to desired party or takes messages; etc.	2. Knowledge of (1),* (2); ability to (3), (4), (10), (12) communicate effectively.
0-10	3. Complete routine typing/ <i>word processing assignments</i> such as labels, envelopes, form letters, <i>reports</i> , etc. <i>Performs other related duties as assigned.</i>	3. Knowledge of (1),* (2); ability to (3), (4); skill in (13) use of modern office equipment.
	(New material in <i>italics</i>)	

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