

**TITLE:** GENERAL CLERK  
**SECTION:** As Appointed  
**REPORTS TO:** Section Supervisor

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## **SUMMARY**

Under the close supervision of a Section Supervisor or designate, provides clerical support services of a temporary nature.

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## **DUTIES**

1. Performs basic record keeping functions including checking calculations, compiling and tabulating statistical data.
  2. Collects, sorts and files documents and correspondence.
  3. Operates business office equipment including personal computer, calculator, photocopiers, scanner, risograph, laminator, and fax machines.
  4. Enters data into a personal computer or the District's computer system.
  5. Provides telephone answering services, takes and relays messages, directs visitors, and responds to routine inquiries.
  6. May, on occasion, be required to perform other related duties as assigned.
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## **QUALIFICATIONS**

- High school graduation or the equivalent
- Completion of the Applied Business Technology Certificate for Accounting Assistants and a minimum of six months related experience or an equivalent combination of training and experience
- Minimum keyboarding speed of 50 wpm
- Ability to operate standard office equipment, including a personal computer, photocopier, calculator, scanner, risograph, laminator, and fax machine
- Good interpersonal and communication skills
- Ability to maintain the confidentiality of sensitive information seen or heard