

Category: 303
Exc. Qual. Std. 33
Approved: August 11, 1989
Auth. P.L. 95-561

CLERK

CATEGORICAL PAY LEVEL:

Pay Level: 01

DESCRIPTION OF WORK:

The Clerk performs a variety of general office clerical duties, which include but are not limited to activities in one or both of the following groups:

- (1) Copying and duplicating materials; maintaining record, correspondence files and reports; operating a typewriter, word processor, calculator and copying equipment; opening and routing mail; giving directional or general information to office callers; answering the telephone, routing calls as necessary; inputting data into a computer; and keeping time and attendance records.
- (2) Keeping cuff accounts or similar records; requesting substantive information from a variety of sources; selecting the proper information for response to inquiries; editing written material prepared by other staff; setting up records, files, etc.; performing transcriptions; inputting and retrieving from computers; and researching records.

LEVEL OF RESPONSIBILITY:

Employees whose duties are limited to those in Group 1, above are limited to a minimum pay of increment 1 and a maximum pay of increment 10 of pay level one. Employees whose duties are majority or all of those in both Groups 1 and 2, above have a minimum pay of increment 5 and a maximum pay of increment 21 of pay level one.

Position title may be modified based on the requirements of the position; i.e., Clerk (OA).

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from high school or equivalent. A qualified typist is required for some positions. Qualification in stenography or dictating machine may be required for some positions.

PROFICIENCY REQUIREMENTS:

In addition to meeting experience and education requirements, applicants for some positions must show possession of following skills, as appropriate:

Typing	40 WPM	Based on a five minute performance test with three or fewer errors.
Stenography	80 WPM	The maximum number of errors allowed in a performance test equals 10 percent of the required dictation speed (80 WPM) multiplied by the number of minutes in the test.

Applicants may meet these requirements by self-certifying their proficiency or presenting a certificate of proficiency from a school, business college, or other organization authorized to issue such certificate by the Office of Personnel Management. Performance test results and certificates of proficiency are acceptable for three years. Selecting officials may verify proficiency skills of self-certified applicants by administering the appropriate performance tests.

PHYSICAL REQUIREMENTS

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

NOTE:

In calculating the initial increment for applicants for positions which have a minimum pay of increment 5, any earned increments for education or experience are added to a base increment or 5 rather than the usual base of increment 01.