

## CLERK II

NATURE OF WORK IN THIS CLASS:

This is moderately complex clerical work. Tasks performed involve a large number of routine clerical duties in several different clerical functions which require several weeks to learn. Employees in this class perform assigned tasks within the prescribed or well-established procedures. Where work is more repetitive, more responsibility is placed on final action.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Interviews patient or representative to obtain information needed in completing the patient history sheet, and completes all required admission forms; types addressograph plate and I.D. band for the patient; **assigns** patient to room or ward, escorts patient or arranges for escort to assigned room or ward; types admission and discharge records and routes to designated departments; types patient listings; maintains admission and discharge ledgers; receives payments/deposits from patients; compiles data for occupancy and census records.

Gives out and receives applications for employment; reviews application forms and supporting documents for completeness of identifying and other basic information; have new employees complete employment forms, i.e., insurance, retirement, income tax; files personnel actions and other documents in the employee's jacket; files job announcements; types personnel actions forms, eligibility and certification lists; maintains and updates employee service cards.

Registers new students; complete all necessary forms for students transferring or withdrawing; types student roster; takes and maintains accurate inventory of books; maintains files of student records; sells lunch tickets, prepares tickets for free meal, and prepares cash collection field receipts.

May perform simple typing of standard forms or letters and operate other office machines.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of general office practices and procedures.

Ability to learn moderately complex clerical tasks and to adhere to prescribed procedures.

Ability to understand and follow moderately complex oral and written instructions.

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Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

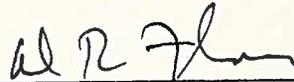
Ability to maintain records and prepare routine reports.

Ability to operate common office machines, including typewriter, may be required for certain assignments.

MINIMUM EXPERIENCE AND TRAINING:

- a) One year of clerical experience; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Established: July 1980



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DAVID R. FLORES, Executive Director  
Civil Service Commission