

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Clerical Position
Classified, GRADE 3
35 or 40 Hour Week

CLERK

GENERAL STATEMENT OF DUTIES: Performs routine clerical work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class perform clerical and related office tasks of a standardized nature, such as performing filing, receptionist or micrographics copying, etc., requiring the exercise of ordinary judgment. Supervisors are available for consultation on new or difficult assignments. The work is reviewed by immediate observation, cross checking, periodic or spot checks, or by another step in the clerical process.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Receive telephone calls and supply routine information, or refer calls to proper party;
Assist departments or the general public in researching information;
Act as receptionist;
Maintain and file office records or archives, as directed;
Operate photocopying, adding, and other types of ordinary office machines;
Sort, distribute, collect and send mail;
Deliver materials and supplies;
Perform general clerical and office duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of office terminology, procedures, and equipment; some knowledge of basic arithmetic and English; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude;

willingness and ability to adapt to new office procedures as required, including computerized office procedures; working knowledge of personal computers and pertinent office applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15