

NEW CASTLE COUNTY GOVERNMENT

Number 0010

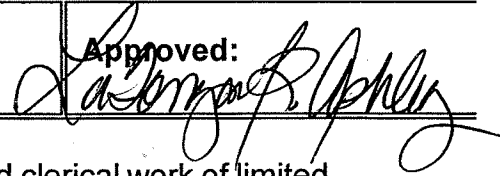
Page 1 of 2

CLASS SPECIFICATION

Date 02/25/09

Title: CLERK

Approved:



GENERAL STATEMENT OF DUTIES: Performs routine office and clerical work of limited complexity and responsibility; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the performance, according to well established procedures, of clerical tasks which can be readily learned by training on the job and which require limited judgement in their execution. Detailed instructions are given at the beginning of the work and on subsequent new assignments; however, as employees become familiar with the particular procedures, they may work with independence of action on the more routine aspect of the work. Advice is given to employees on unusual work problems and work is usually reviewed or checked upon completion. Limited typing may be assigned in order to complete assignments.

EXAMPLES OF WORK: (Illustrative only)

- Records and scans documents such as mortgages, deeds, conditional sales contracts, attachments, liens, corporation charters or other items;
- Delivers correspondence, reports or legal documents to and from offices and other agencies and individuals;
- Collates, punches, binds and distributes reports;
- Screens papers for errors in signatures, seals, acknowledgments, stamps, dates and similar requirements;
- Maintains files of correspondence, memoranda, reports, legal records, maps, drawings, newspaper articles and other material as designated by predetermined office procedures;
- Answers telephone and searches files for answers to routine questions concerning records maintained;
- Pulls microfilm records from file and shows them on viewing machine to authorized persons;
- Types envelopes, lists or other documents;
- Delivers documents when required;
- Works at counter receiving payments, issuing receipts and answering questions;
- Operates a number of simple office machines such as adding machines, calculators or copiers;

NEW CASTLE COUNTY GOVERNMENT

Number 0010

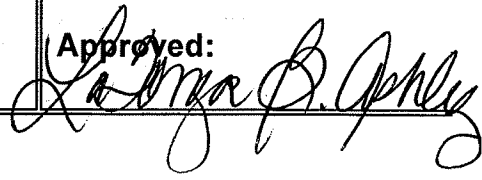
Page 2 of 2

Date 02/25/09

CLASS SPECIFICATION

Title: CLERK

Approved:



- Proofreads mortgages, deeds and miscellaneous papers;
- Posts records of properties subject to zoning appeals and changes;
- Reviews judgments for accuracy and completeness and lists in appropriate docket;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of business mathematics and English; some knowledge of modern office practices and procedures; ability to understand and follow oral and written instructions; ability to make mathematical computations with speed and accuracy; ability to communicate effectively both verbally and in writing; ability to maintain effective working relationships with other employees and the general public; ability to learn assigned clerical tasks readily, to adhere to prescribed routines and to develop some skill in the operation of office equipment.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or GED; or equivalent experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background check.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 07/01/87
Revised: 03/20/89
Revised: 04/12/93
Revised: 06/17/96
Revised: 07/01/97
Revised: 05/01/01
Revised: 02/25/09