

CLERK SERIES

Group Definition

This series covers positions involved primarily with bookkeeping or the processing and preparation of standardized documents (or related material) where the object of the work is to ensure the accuracy and completeness of content. Duties normally associated with this series include collecting, verifying, posting, arranging, completing, transmitting and processing information; the filing or distribution of records, reports, correspondence; and the application of regulations and statutes concerned with the collection, expenditure or disbursement of funds. The use of standard office equipment can be used at any class level of this series and some positions may require incidental use of typing.

Positions which require the use of typing and/or shorthand to Civil Service Commission standards, even though they may be used to a minimal degree, are excluded. Such positions should be considered for inclusion in the Clerk-Typist or Administrative Secretary series.

Also excluded are positions entailing the supervision of various clerical functions where the job is administrative or office management oriented, positions entailing the general management of specialized government programs, or administrative specialist positions requiring significant policy input to proposed or changing programs. Such positions should be tested for inclusion in the Administrative Officer series.

CLERK 1 and 2

Class Definition

Employees in this class perform varied clerical duties of limited complexity requiring the application of attention and thought. Duties assigned involve some exercise of judgment and decision making based on established regulations and precedents. Once employees are fully trained they are expected to carry out assignments with independence of action, referring only unusual matters to the supervisor. Some tasks typical at this level may include checking simple calculations; routine posting to ledgers; controlling incoming and outgoing mail; compiling simple statistical data; assist in processing documents; sorting, arranging and filing correspondence; answering routine enquiries which require some knowledge of acts or regulations pertaining to the work environment; or any other such duties of similar responsibility. Although the duties are of a limited degree of complexity, there is a requirement for accuracy and acceptable production standards.

Employees in this class have no supervisory responsibility, but they may be required to orient new employees in office routines and work assignments.

Performs other duties as assigned.

The 1 level is a recruiting and training level and an incumbent is eligible for promotion upon completion of the training period. The 1 level is also assigned to incumbents who may be performing only one or two very routine tasks.

Education and Experience

High school education or the equivalent combination of education and experience.

CLERK 3

Class Definition

Employees in this class independently perform work of considerable variety and/or moderate complexity.

Some positions in this class act as group leader or unit supervisor and as such are responsible for the production, control of work flow and supervision of a group of employees in the unit and may carry out some of the same duties as the subordinates, resolving problems referred by them.

Some tasks typical in this class are assessing, processing and completing applications; preparing statistical data or performing specialized tasks which requires independent research and compilation; preparing, checking and completing payrolls; preparing and completing accounts payable and/or receivable documents or other similar duties.

There is a requirement for a thorough knowledge of the policies, procedure and regulations of the organization. Some positions may involve considerable public contact which requires explaining or defending relatively complex or controversial regulations or procedures.

Performs other duties as assigned.

Education and Experience

High school education with considerable experience.

CLERK 4

Class Definition

Employees in this class perform supervisory and/or very complex clerical work.

Employees may co-ordinate, direct and supervise a large number of subordinates engaged in moderate tasks or a smaller group engaged in responsible specialized and/or complex assignments, or may individually carry out very specialized or complex assignments requiring the exercise of considerable judgment in making responsible decisions which require a broad understanding of the department's policies, regulations, acts and functions, or work activity is such that procedures cannot be established.

Some tasks typical in this class are supervision and participation in areas of assessing, evaluating and determining eligibility for financial aid, land permit and leasing applications, land or mineral claims, tax assessments requiring very complex computations. All preceding functions, or functions of a similar nature in complexity, requires the incumbent to assess, analyze, evaluate, resolve problems not clearly defined by policies or acts usually by authorizing adjustments or recommending payment, rejection or acceptance and following all matters through to completion where no further check of work is done. Incumbents normally have to interpret statutes and regulations of a complex nature.

Where the main function is supervisory, an incumbent is responsible for co-ordinating and supervising a large number of employees engaged in moderately complex tasks or over a small group engaged in specialized or complex assignments.

Employees in this class receive assignments in the form of desired objectives but the employee is expected to assign and check work, maintain staff discipline, modify work procedures and be responsible for satisfactory output and completion of work. Problems involving difficult technical questions or interpretation of new regulations or policies are referred to superiors.

Performs other duties as assigned.

Education and Experience

High school education with considerable related experience.

CLERK 5

Class Definition

This is the senior category of the clerical series where work is of a sub-professional nature involving overall responsibility for a complete unit of a departmental activity where the functions performed are technical or para-professional in nature. The incumbent works with or reports to senior professional or executive staff and is required to originate work methods and procedures, analyze and interpret very technical, legal or professional terms, develop recommendations and be responsible for final decisions. An incumbent may also be in charge of a unit of employees engaged in technical functions related to the work assignment, however, supervision is not necessarily a requirement in this class.

Performs other duties as assigned.

Education and Experience

High school education with a minimum of five years' experience.