

2016-43

Applications are being accepted at the Wayne County Human Resource Department for a Part time position of Clerk within the County Clerk Office.

Hours: 1:30 – 5:00 pm Monday thru Friday

2016 Rate: \$ 14.99 hourly

Applications accepted up to close of business day: November 23, 2016

CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform work primarily of routine nature and involves the performance of standardized clerical tasks. Detailed instructions are given for new or difficult assignments. Employees in this class may be assigned to work on word processing or personal computer equipment to produce acceptable copy by manipulating an alphanumeric keyboard and reviewing information on a display screen. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for employees in this class.

TYPICAL WORK ACTIVITIES:

- Sorts, indexes and files mail, bills, requisitions, ledger cards and other material;
- Pulls material from files, makes simple file searches and maintains charge out records;
- May operate word processing equipment or personal computer equipment to produce copies;
- Issues and records applications, licenses and permits;
- Collects fees and accounts for moneys received;
- Checks reports and records for clerical accuracy, and completeness;
- Answers telephone and gives out routine information or relieves at switchboard;
- Maintains time records and payroll data;
- Operates various office machines and equipment;
- Makes entries on control cards, or in ledger from original sources;
- Makes arithmetical computations and compiles simple statistical reports.

MINIMUM QUALIFICATIONS: None are required.

Note: Applicants seeking employment in this position may be required to provide verifiable training and/or experience in the operation of word processing equipment or personal computer equipment where such skills are a prerequisite to the satisfactory performance of the work.

Revised 5/22/90