

INTERMEDIATE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is difficult clerical work which, on occasion, may involve secretarial responsibilities. Intermediate Clerk is distinguished from Senior Clerk by higher level of independent judgment in handling of non-routine situations and information. Depending upon the nature of the assignment, work may be done under immediate or general supervision. Supervision may be exercised over subordinate clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides support to administrator(s) by receiving telephone calls and visitors, answering questions and referring calls and visitors to the proper persons, answering requests for administrative information, making appointments and preparing office reports;
Operates a personal computer, typewriter and/or other word processing related equipment to produce correspondence, reports, spreadsheets, databases, charts and other work documents;
Conducts correspondence independently unless it involves administrative judgement in which case it is composed for official signature;
Collects, compiles, records and files a variety of records, reports, statistics and other related information;
Maintains and balances complex account or record keeping entries;
Checks records, reports etc. for clerical accuracy, completeness, and appropriate format;
Instructs new employees in the specialized work of the department;
Operates a variety of office machines such as calculators, scanners, printers, facsimile machines, copying machines and other office equipment;
May assign, review and record work done by new or subordinate employees;
May collect fees and account for monies received;
May occasionally type materials from copies, rough drafts, etc.
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of the policies and regulations relating to the assigned agency; ability to understand and carry out moderately difficult oral and written instructions; ability to compose correspondence and reports; good judgment; neat appearance; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a comparable diploma and three (3) years of clerical experience; or
- (b) Five (5) years of clerical experience; or
- (c) An equivalent combination of training and experience as indicated in a) and b) above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.